

Event Details

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
47800-SOS0000037	Sell	RFX	1
Event Round	Version		
1	1		
Event Name	Statewide Voting System		
Start Time	Finish Time		
03/15/2019 16:59:08 EDT	04/23/2019 14:00:00 EDT		

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: Secretary of State
 Secretary Of State
 Attn: Procurement Administration
 2 MLK, Jr. Drive Ste 820 West Tower
 Atlanta GA 30334
 United States
 Verneicher Favors
 404/656-0998
 vfavors@sos.ga.gov

Event Description

Pursuant to the State Purchasing Act (Official Code of Georgia Annotated §50-5-50 et seq.), this electronic Request for Proposals ("eRFP") is being issued to establish a contract with a qualified Supplier, who will provide a new Statewide Voting System ("SVS") to the Secretary of State - State of Georgia (hereinafter, "the State Entity" and/or "GASOS") as further described in this eRFP.

General Questions

Question	UOM	Best	Worst	Response
Please provide the following information for your company:				
Company Full Legal Name				
Address				
Authorized Contact Person's Name				
Contact Person's Telephone Number				
Contact Person's Email address				

Required: Yes Mandatory Response: No

Response Comments

Reciprocal Preference Law O.C.G.A. §50-5-60(b) In which state is your company domiciled?

For the purposes of evaluation only, Suppliers resident in the State of Georgia will be granted the same preference over Suppliers resident in another state in the same manner, on the same basis, and to the same extent that preference is granted in awarding bids for the same goods or services by such other state to Suppliers resident therein over Suppliers resident in the State of Georgia.

NOTE: For the purposes of this law, the definition of a resident Supplier is a Supplier who is domiciled in the State of Georgia.

Select One

Options:

- Wisconsin
- Wyoming
- Other
- Alabama
- Montana
- West Virginia
- Washington
- Virginia
- Vermont
- Utah
- Texas
- Tennessee
- South Dakota
- South Carolina
- Rhode Island
- Pennsylvania
- Oregon
- Oklahoma
- Ohio
- North Dakota

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Question	UOM	Best	Worst	Response
North Carolina				_____
New York				_____
New Mexico				_____
New Jersey				_____
New Hampshire				_____
Nevada				_____
Nebraska				_____
Missouri				_____
Mississippi				_____
Minnesota				_____
Michigan				_____
Massachusetts				_____
Maryland				_____
Maine				_____
Louisiana				_____
Kentucky				_____
Kansas				_____
Iowa				_____
Indiana				_____
Illinois				_____
Idaho				_____
Hawaii				_____
Florida				_____
Georgia				_____
Washington DC				_____
Delaware				_____
Connecticut				_____
Colorado				_____
California				_____
Arkansas				_____
Arizona				_____
Alaska				_____

Required: Yes Mandatory Response: No

Response Comments

Please select the option that most accurately defines your company, based on the definitions below.

***Georgia Resident Business means any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal to the state or a new business that is domiciled in Georgia and which regularly maintains a place from which business is physically conducted in Georgia; provided, however, that a place from which business is conducted shall not include a post office box, a leased private mailbox, site trailer, or temporary structure.

**A Small business is defined as a business that is independently owned and operated. In addition, such a business must either have fewer than 300 employees or less than \$30 million in gross receipts per year.

*A Georgia Resident Small Business would be a business

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 vfavors@sos.ga.gov

Contact:
Phone:
Email:

that meets the requirements for both a Georgia Resident and Small Business.

Also, the State encourages all companies to sub-contract portions of any state contract to small and minority business enterprises. Suppliers interested in taking advantage of the Georgia income tax incentives provided for by the Official Code of Georgia Annotated Section 48-7-38, relative to the use of minority subcontractors in the performance of contracts awarded by the State of Georgia, should contact the Vendor Relations Administrator:

Vendor Relations Administrator
 Department of Administrative Services
 200 Piedmont Avenue, S.E.
 Suite 1308, West Tower
 Atlanta, Georgia 30334 9010
 Telephone: (404) 657-6000
 Fax: (404) 657-8444

Options: Georgia Resident Business
 Georgia Resident Small Business
 Small Business
 Not Applicable

Required: Yes Mandatory Response: No

Select One

Response Comments

Are you a Women-Owned business?

A business that is at least 51% owned and controlled by one or more women, and primarily managed by one or more women.

No

Required: Yes Mandatory Response: No

Response Comments

Are you a Veteran-Owned Small business?

Veteran-Owned Small Business as used in this provision means a small business that: (i) is at least 51% unconditionally owned by one or more veterans (as defined at 38 U.S.C 101(2)); or in the case of any publicly owned business, at least 51% of the stock of which is unconditionally owned by one or more veterans; and (ii) whose management and daily business operations are controlled by one or more veterans.

No

Required: Yes Mandatory Response: No

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Response Comments

Question	UOM	Best	Worst	Response
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Can your company be classified as a Minority Owned Business?

Select the option(s) below that correctly identifies your company based on the below definition of a minority business.

A Minority Business enterprise means a small business concern which is at least 51% owned and controlled by one or more minorities and is authorized to do and is doing business under the laws of the State of Georgia, paying all taxes duly assessed and domiciled within this state (Official Code of Georgia Annotated §50-5-131).

Options: African American
 Asian American
 Hispanic/Latino
 Native American
 Pacific Islander
 Not Applicable

Select All That Apply

Required: Yes Mandatory Response: No

Response Comments

Is your company a scrutinized company?

Any Supplier that currently and/or previously, within the last three years, has had business activities or other operations outside of the United States, must certify that it is not a "scrutinized company". A scrutinized company is a company conducting business operations in Sudan that is involved in power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, but excludes a company which can demonstrate any of the following exceptions noted in O.C.G.A. Section 50-5-84. False certification hereunder may result in civil penalties, contract termination, ineligibility to bid on state contractors for three or more years, and/or any other available remedy. If the Supplier is a scrutinized company, the Supplier shall not be eligible to bid on or submit a proposal for a contract with the State Entity unless DOAS makes a determination in accordance with O.C.G.A. Section 50-5-84 that it is in the best interests of the State to permit the scrutinized company to submit a bid or proposal. Any scrutinized company desiring DOAS to make such a determination should contact both DOAS and the Issuing Officer immediately.

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Email: vfavors@sos.ga.gov

Please make a selection from the three options:
 A. I certify my company is NOT a "scrutinized company"
 B. I certify my company is a "scrutinized company"
 C. I certify I have requested and received written permission from DOAS to submit a response to this Event in accordance with O.C.G.A. Section 50-5-84.

Options:
 A
 B
 C

Required: Yes Mandatory Response: No

Select One

Response Comments

Have you submitted a completed Tax Compliance form?

To be eligible for contract award, the supplier must not owe taxes to the State of Georgia. Also, in accordance with Official Code of Georgia Annotated §50-5-82, the State Entity is prohibited from awarding any contract valued at more than \$100,000.00 to a nongovernmental vendor if that vendor or an affiliate of the vendor is a "dealer" failing or refusing to collect sales or use taxes on its sales delivered to Georgia. Each Supplier must submit a completed Tax Compliance Form (SPD-SP045), which has been provided as a downloadable document by accessing the link below. In the event the Supplier is being considered for contract award (and the contract is valued at more than \$100,000.00), the information provided in the Tax Compliance Form will be submitted by the State Entity to the Georgia Department of Revenue ("DOR") for a determination as to whether the Supplier is a "prohibited source" or has other tax deficiencies. The State Entity reserves the right to submit the Supplier's completed form to DOR for review even if the contract is valued at less than \$100,000.00. Download the Tax Compliance form using the link below and upload the completed form as part of your response:

<http://doas.ga.gov/assets/State%20Purchasing/Stage%203%20Documents/SPD-SP045TaxComplianceForm.doc>

Any Offeror identified as a prohibited source will be ineligible for award. Accordingly, the Offeror is strongly encouraged to check its tax status now and resolve any outstanding tax liabilities prior to submitting this response. Department of Revenue has identified the following source to allow Offerors to check current tax status:

<http://www.etax.dor.ga.gov/> Yes

Required: Yes Mandatory Response: No

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Bidder: PUBLIC EVENT DETAILS

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 2 MLK, Jr. Drive Ste 820 West Tower
 Atlanta GA 30334
 United States
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Response Comments

Question	UOM	Best	Worst	Response
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Communication with Issuing Officer

By answering "yes", the Offeror acknowledges the rule regarding restrictions on the supplier's communication with state staff members. If a communication is questionable, the Offeror agrees to contact the identified Issuing Officer to request assistance.

Options: Yes
 No

Required: Yes Mandatory Response: Yes

Yes

Select One

Response Comments

By answering "yes", the Offeror acknowledges uploading the Certificate of Non-Collusion Form.

Required: Yes Mandatory Response: No

Response Comments

By answering "yes", the Offeror acknowledges uploading the Cost Worksheet.

Required: Yes Mandatory Response: No

Response Comments

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 Atlanta GA 30334
 United States
 Verneicher Favors
 404/656-0998
 vfavors@sos.ga.gov

Line Details

Line: 1	Item ID:	Line Qty: 1	UOM: Job	Bid Qty:	0
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Required: No Reserve Price: No

Description: Statewide Voting System

Question	UOM	Best	Worst	Response
What is your bid price? Complete Attachment labeled Cost Worksheet. List on this line Total of Overall Cost.		0		

Required: Yes Mandatory Response: No

Response Comments

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 Atlanta GA 30334
 United States
Contact: Verneicher Favors
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Appendix A - Line Specifications

Line: 1 Item ID: Line Qty: 1 UOM: Job
 Description: Statewide Voting System

Item Specifications

Manufacturer:	Mfg Item ID:
Item Length:	Item Height:
Item Width:	Dimension UOM:
Item Volume:	Volume UOM:
Item Weight:	Weight UOM:
Item Size:	Item Color:

Shipping Information

Schedule:	1	Ship To:	S Procurement Administration
Quantity:	1		SOS Procurement
Due Date:	05/01/2019		2 MLK Jr. Drive
Freight Terms:			Ste 820 W Tower
Ship Via:			Atlanta GA 30334
			United States

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03/15/2019 16:59:08 EDT	04/23/2019 14:00:00 EDT		

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Bidder: **PUBLIC EVENT DETAILS**
Submit To: Secretary of State
Secretary Of State
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2 MLK, Jr. Drive Ste 820 West Tower
Atlanta GA 30334
United States
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Phone: 404/656-0998
Email: vfavors@sos.ga.gov

Appendix B - Terms & Conditions

1. **Introduction.** The Team Georgia Marketplace is provided by the Georgia Department of Administrative Services ("DOAS") and its partners and serves as an electronic tool to support various state purchasing functions, such as registration of bidders and suppliers, advertisement of contract opportunities, electronic bidding, and contracts management. Access to and/or use of the Team Georgia Marketplace is governed by these Terms & Conditions. DOAS reserves the right to change the Terms & Conditions at any time with or without notice by posting revisions. You are responsible for reviewing these Terms & Conditions as well as any subsequent changes to the Terms & Conditions. Unless otherwise specified, any changes will be effective when posted. YOUR ACCESS TO OR USE OF THE TEAM GEORGIA MARKETPLACE CONSTITUTES YOUR AGREEMENT TO BE BOUND BY THESE TERMS & CONDITIONS, INCLUDING ANY CHANGES THAT EXIST WHEN YOU RE-ACCESS THE TEAM GEORGIA MARKETPLACE. IF YOU DO NOT AGREE WITH THESE TERMS & CONDITIONS, DO NOT USE THE TEAM GEORGIA MARKETPLACE.
2. **Definitions.** "You" and "your" refer to the individual accessing this System as well as the legal entity the individual is representing. "System" shall mean DOAS' eSource system and the Team Georgia Marketplace, including but not limited to the PeopleSoft® Supplier Relationship Management, Purchasing and other Financial modules. "DOAS", "we", "us" and "our" refer to the Georgia Department of Administrative Services.
3. **Acceptance of These Terms.** By accessing or using the System, you agree that (1) you have read and understood these Terms & Conditions and (2) you are bound by the Terms & Conditions during your access to and/or use of the System.
4. **Registration.** By registering and establishing certain account and password information, you will gain access to certain information, services and/or materials maintained on this System. YOU ARE SOLELY RESPONSIBLE FOR MAINTAINING THE MOST CURRENT AND ACCURATE INFORMATION FOR YOUR BUSINESS. FAILURE TO PROPERLY MAINTAIN YOUR ACCOUNT MAY LEAD TO YOUR INABILITY TO FULLY UTILIZE THE SYSTEM, INCLUDING BUT NOT LIMITED TO YOUR ABILITY TO RECEIVE CERTAIN EMAIL NOTICES OF BUSINESS OPPORTUNITIES. As part of properly maintaining your account, you must immediately deactivate registered representatives of your company who are no longer authorized to represent your company (e.g. terminated employees, etc.). DOAS reserves the right to assign expiration dates to registrations, classify registrations as inactive, or remove registrations when to do so is in our best interests. Please note the System's acceptance of your registration is not an indication that you are eligible for contract award. In addition, DOAS reserves the right to charge a fee for the provision of certain services, including, but not limited to, the provision of certain notification emails.
5. **Use of the System.** You are responsible for all content that you post, e-mail, transmit, upload or otherwise make available through the System. You agree not to use the System to make available any content that: (1) is unlawful, harmful to adults or minors, threatening, abusive, harassing, tortious, defamatory, vulgar, obscene, libelous, invasive of another's privacy, hateful, or otherwise objectionable; (2) infringes any patent, trademark, trade secret, copyright or other proprietary rights of any person; (3) contains unauthorized advertising or solicitations; (4) is intended by you to interrupt, destroy or limit the functionality or integrity of any computer software, hardware or materials on the System; or (5) is misleading, false, fraudulent or criminal. You are responsible for maintaining the confidentiality of your password and any membership account information. You agree to immediately notify us of any unauthorized use of your password or other membership account information and further agree to indemnify and hold us harmless for any improper or illegal use of your password.
6. **No Guarantee of Privacy.** Your access to and/or use of the System may be subject to monitoring or tracking. Any and all materials entered into the System shall be considered "public records" and shall be subject to public disclosure in accordance with the Georgia Open Records Act.
7. **Right to Restrict or Prohibit Access.** You acknowledge and agree that DOAS may change, modify, amend, suspend or discontinue any aspect of the services or the System, at any time, without notice and without liability to you or to any third party. DOAS may impose limitations on the use of the System, including, but not limited to, limiting the time in which the System may be accessed and/or limiting the type or volume of materials which may be uploaded to the System. You are strongly cautioned to maintain your own records as any and all information contained on the System may be removed at DOAS' discretion at any time. DOAS may, at its sole and absolute discretion, refuse to accept your registration and may, at any time after accepting registration, refuse to permit your continued use of the System for any reason. In addition, in the event you violate the Terms & Conditions, we reserve the right to seek other appropriate remedies against you, including, but not limited to voiding contract award(s), suspension, debarment, criminal proceedings and any other remedies permitted by law.

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8. **DISCLAIMER OF WARRANTIES.** DOAS does not represent or warrant that the System will operate uninterrupted or error-free. The System and any information or material contained on the System is provided to you on an "as is" and "as available" basis. Any material downloaded or otherwise obtained through the use of the System is done at your own discretion and risk and you shall be solely responsible for any damage to your computer system or loss of data that results from the download of any such material. All conditions, representations and warranties, whether express, implied, statutory, or otherwise, including any implied warranty of merchantability, fitness for a particular purpose, or non-infringement of third party rights, are hereby disclaimed. No advice or information, whether oral or written, obtained by you from the service shall create any warranty. DOAS is not liable and shall have no responsibility of any kind to you for any loss or damage that you incur in the event of (i) any failure or interruption of the System; (ii) any act or omission of any third party involved in making this System or the data contained herein available to you; (iii) any other cause relating to your access or use, or inability to access or use, any portion of this System or materials on this System, whether or not the circumstances giving rise to such cause may have been within the control of DOAS or of any vendor providing software, services or support. In no event will DOAS be liable to you for any direct, special, indirect, consequential, or incidental damages or any other loss or damages of any kind even if DOAS has been advised of the possibility thereof.
9. **Software & Third Party Content.** Information presented on the System is collected, maintained, and provided by DOAS, its partners, and other government entities. While every effort is made to keep such information accurate and up-to-date, DOAS does not certify the authenticity of any information that is provided on this System. Under no circumstances will DOAS be liable for any actions taken or omissions made from reliance on any information contained herein from whatever sources nor will DOAS be liable for any other consequences from any such reliance. Further, certain information and content available on the System may be provided by one or more third parties under license to DOAS ("Third Party Content"). The Third Party Content is, in each case, the copyrighted work of the creator/licensor. Without the consent of the applicable third party licensor, you shall only have the right to display the Third Party Content on your personal computer and to view such content for your personal use. Any use of the software other than as required to navigate the System and utilize the functionality offered through the System is expressly prohibited. No right to copy, distribute (in any manner through any means including without limitation rent, sales, lease, loan, or transfer), publicly display, publicly perform or modify the software accessible on the System is granted, or may be implied by these Terms & Conditions. You may not decompile, disassemble, reverse engineer, or otherwise attempt to discover the source code to the software without the express written permission of the creator/licensor.
10. **Links to Third Party Web Sites.** The System may contain links to other websites that are not under the control of or maintained by DOAS. You acknowledge that DOAS is providing these links to you only as a convenience and such provision of these links does not imply endorsement by DOAS of the websites or any part of its contents. You further agree that DOAS is not responsible for the content or links displayed on such websites.
11. **Indemnification.** You hereby waive, release, discharge and agree to indemnify, protect and save harmless the State of Georgia, its agencies, departments, authorities and instrumentalities, and the officers, directors and employees of each (hereinafter collectively referred to as "Indemnitees"), of and from any and all claims, demands, liabilities, losses, penalties, fines, fees, interest, awards, judgments, settlement payments, costs or expenses caused by, growing out of, or otherwise happening in connection with: (a) any breach of these Terms & Conditions hereof; (b) the violation of any applicable law, rule or regulation; or (c) damage to or destruction of tangible or intangible property (including data and software); (d) your misuse or modification of the System; in whole or in part caused by or resulting from any act or omission by you. This indemnification applies notwithstanding the fact that third parties or any of the Indemnitees may be partially responsible for the events giving rise to the claim; or the claim results in a monetary obligation that exceeds any contractual commitment. However, if any of the Indemnitees or third parties are partially responsible for the events giving rise to the claim, your indemnification obligation hereunder shall apply only to the extent that you contributed to the events. The foregoing indemnity is conditioned upon prompt written notice of any claim, action or demand for which indemnity is claimed.
12. **Relationship of Parties.** Each party shall be and act as an independent contractor of the other and shall not bind nor attempt to bind the other to any contract. No agency, partnership, joint venture, employee-employer or franchisor-franchisee relationship is intended nor created by these Terms & Conditions.
13. **Miscellaneous.** Each party agrees to comply with all applicable laws, statutes, ordinances and regulations regarding use of the System including any transactions entered into as a result of use of the System. If any provision of these Terms & Conditions is held by a court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other part or

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provision of these Terms & Conditions. Further, if any provision of these Terms & Conditions is determined to be unenforceable by virtue of its scope, but may be made enforceable by a limitation of the provision, the provision shall be deemed to be amended to the minimum extent necessary to render it enforceable under the applicable law. The failure of DOAS to enforce any right or provision in these Terms & Conditions shall not constitute a waiver of such right or provision. The Terms & Conditions comprise the entire agreement between you and DOAS and supersede all prior or contemporaneous negotiations, discussions or agreements, if any, between the parties regarding the subject matter contained herein. The laws of the State of Georgia shall govern and determine all matters arising out of or in connection with these Terms & Conditions and/or the use of this System without regard to the choice of law provisions of state law. In the event any proceeding of a quasi-judicial or judicial nature is commenced in connection with these Terms & Conditions and/or the use of this System, such proceeding shall solely be brought in a court or other forum of competent jurisdiction within Fulton County, Georgia. This provision shall not be construed as waiving any immunity to suit or liability, including without limitation sovereign immunity, which may be available to DOAS.

14. These terms are effective as of 10/21/2009 and supersede any previous versions.

Last Updated: 09/14/2010

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Bidders/Offerors' Conference Announcement

Solicitation Number: 47800-SOS0000037
Solicitation Name: Statewide Voting System

Requesting Entity	Secretary of State Office
Date of Conference	March 28, 2019
Time of Conference	10:00AM
Location	2 Martin Luther King Jr Drive, SE, Suite 1514 , West Tower, Atlanta, Georgia 30334
Link to Directions (if applicable)	See Attachment
Issuing Officer	Verneicher Favors
Telephone No	404-656-0998
E-mail	vfavors@sos.ga.gov

This notification confirms the Bidders/Offerors' Conference to be held at the time and date specified above for this solicitation. Participation in this Conference is Mandatory. For additional information, please contact the Issuing Officer identified above.

NOTE:

1. Unless indicated otherwise, the attendance is not mandatory; although Bidders/Offerors are strongly encouraged to attend. **However, in the event the conference has been identified as mandatory, then a representative of the Bidder/Offeror must attend the conference in its entirety to be considered eligible for contract award.**
2. The Bidder/Offeror is strongly encouraged to allow ample travel time to ensure arrival in the conference meeting room prior to the beginning of any mandatory conference. The State Entity reserves the right to consider any representative arriving late to be "not in attendance." Therefore, all Bidders/Offerors are strongly encouraged to arrive early to allow for unexpected travel contingencies.

DRIVING DIRECTIONS

The Floyd building is located directly northeast of the State Capitol in the block between Piedmont Avenue and Jesse Hill Jr. Drive, facing Martin Luther King, Jr. Drive. Parking is available for \$10.00 in the Pete Hackney lot on Jesse Hill Jr. Drive. To access the Floyd Building, from the Pete Hackney lot simply cross the bridge on the 5th level of the parking deck. Once you cross the bridge, take the stairs or elevator to the 3rd level to enter the Floyd Building. You may exit the parking decks and enter through the front of the building located directly Northeast of the State Capitol at the block of Piedmont Avenue and Martin Luther King, Jr. Drive or use the walkways leading from the parking decks. To visit state offices in Twin Towers, visitors will be asked to show a valid picture I.D. at the security points in the East and West Towers. [Click here to view the map.](#)

Southbound on I-75/I-85:

Take Exit 248-A (MLK Jr. Dr.). Stay in right lane on exit ramp. Yield to the right onto Jesse Hill Jr. Drive. The entrance to the parking deck is on your right immediately after the pedestrian bridge.

Northbound on I-75/I-85:

Take Exit 246 (Fulton Street). Take the right exit. Turn right at the traffic light. Move to the left lane. Turn left at the traffic light onto Capitol Avenue. Stay in the right lane. Stay on Capitol Ave. past the State Capitol on your left. Turn right at traffic light onto MLK Jr. Drive. Next, turn left at the traffic light onto Jesse Hill Jr. Drive. The entrance to the parking deck is on your right immediately after the pedestrian bridge.

Westbound on I-20:

Take Exit 58A (Capitol Avenue). Stay in the right lane. Take a right onto Capitol Avenue. Stay on Capitol Ave. past the State Capitol on your left. Turn right at traffic light onto MLK Jr. Drive. Next, turn left at the traffic light onto Jesse Hill Jr. Drive. The entrance to the parking deck is on your right immediately after the pedestrian bridge.

Westbound on I-20: Alternate Route

Take Exit 58B (Hill Street). Stay in the right lane. Take a right onto Hill Street. Get in the left lane. Stay on Hill Street past two traffic lights and after going under railroad tracks. At the next traffic light, turn left onto Decatur Street. At the second traffic light, turn left onto Jesse Hill Jr. Drive. The entrance to the parking deck is on your left immediately before the pedestrian bridge.

Eastbound on I-20:

Take Exit 56B (Windsor St/Spring St). Continue on ramp to third traffic light. Turn left onto Central Ave. Stay in right lane. At the MARTA overpass traffic light (5-way intersection), take right onto Memorial Drive. Continue on Memorial Dr. to third traffic light. Turn left onto Capitol Avenue. Stay in right lane. You will pass the State Capitol on the left then turn right at the traffic light onto MLK Jr. Drive. Next, turn left at the traffic light onto Jesse Hill Jr. Drive. The entrance to the parking deck is on your right immediately after the pedestrian bridge.

PARKING

Parking is available at several downtown lots. However, the Pete Hackney parking deck, at the corner of Decatur Street and Jesse Hill, Jr. Drive, is recommended by the Georgia Building Authority (GBA). Daily parking is limited and sometimes not available, especially during the annual legislative session. All visitors are required to have a valid picture I.D. and may enter through the front of the building located directly Northeast of the State Capitol at the block of Piedmont Avenue and Martin Luther King, Jr. Drive or use the walkways leading from the parking decks. The [Georgia Building Authority](#) parking office coordinates the availability and safe use of parking facilities for state employees, legislators, contractors and visitors.



State of Georgia

State Entity: Secretary of State

Electronic Request for Proposals ("eRFP")

Event Name: Statewide Voting System

eRFP (Event) Number: 47800-SOS0000037

1. Introduction

1.1. Purpose of Procurement

Pursuant to the State Purchasing Act (Official Code of Georgia Annotated §50-5-50 et seq.), this electronic Request for Proposals ("eRFP") is being issued to establish a contract with a qualified Supplier, who will provide a new Statewide Voting System ("SVS") to the Secretary of State - State of Georgia (hereinafter, "the State Entity" and/or "GASOS") as further described in this eRFP.

Election Structure

State law provides for a uniform voting system where every county uses the same type of voting equipment. Georgia has 159 counties and 159 election superintendents who run elections for each respective county. The GASOS maintains the Voter Registration System ("eNet"), builds ballots for each federal, state, and county election, and creates Electronic Poll Book ("EPoll") files.

Statistics

Polling Places: Approximately 2,364

Registered Voters: Approximately 7,060,000 (93% Active Status; 7% Inactive Status)

Ballots Cast in November 2016 General Election: 4,165,405

Ballots Cast in November 2018 General Election: 3,949,905

2018 General Election Turnout Breakdown:

- 46.03% of Electors Voted on Election Day
- 47.99% of Electors Voted During Absentee In-Person Voting (Advance Voting)
- 5.67% of Electors Voted Absentee by Mail
- 0.31% of Electors Voted Provisionally

2016 General Election Turnout Breakdown:

- 41.20% of Electors Voted on Election Day
- 53.54% of Electors Voted During Absentee In-Person Voting (Advance Voting)
- 5.07% of Electors Voted Absentee by Mail
- 0.19% of Electors Voted Provisionally

Solution Requirements

The proposed Statewide Voting System must have the functionality to support all 159 counties that will use the same equipment, software, and processes for creating, collecting, and tabulating votes. Please refer to Section 8. "List of eRFP Attachments" for additional details.

1.2. eRFP Certification

Pursuant to the provisions of the Official Code of Georgia Annotated §50-5-67(a), the State Entity certifies the use of competitive sealed bidding will not be practicable or advantageous to the State of Georgia in completing the acquisition described in this eRFP. Thus, competitive sealed proposals will be submitted in response to this eRFP. This eRFP is being sourced through an electronic sourcing tool approved by the Department of Administrative Services (“DOAS”) and all Suppliers’ responses must be submitted electronically in accordance with the instructions contained in Section 2 “Instructions to Suppliers” of this eRFP. Electronic competitive sealed proposals will be administered pursuant to the Georgia Electronic Records and Signature Act. Please note electronic competitive sealed proposals meet the sealed proposal requirements of the State of Georgia, an electronic record meets any requirements for writing, and an electronic signature meets any requirements for an original signature.

1.3. Overview of the eRFP Process

The objective of the eRFP is to select a qualified Supplier to provide the goods and/or services outlined in this eRFP to the State Entity. This eRFP process will be conducted to gather and evaluate responses from Suppliers for potential award. All qualified Suppliers are invited to participate by submitting responses, as further defined below. After evaluating all Suppliers’ responses received prior to the closing date of this eRFP and following negotiations (if any) and resolution of any contract exceptions, the preliminary results of the eRFP process will be publicly announced, including the names of all participating Suppliers and the evaluation results. Subject to the protest process, final contract award(s) will be publicly announced thereafter.

NOTE TO SUPPLIERS: The general instructions and provisions of this document have been drafted with the expectation that the State Entity will make a single award; however, please refer to Section 6.7 “Selection and Award” of this eRFP for information concerning the State Entity’s actual award strategy (single, multiple, split awards, etc.).

1.4. Schedule of Events

The schedule of events set out herein represents the State Entity’s best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the eRFP will be publicly posted prior to the closing date of this eRFP. After the close of the eRFP, the State Entity reserves the right to adjust the remainder of the proposed dates, including the dates for evaluation, negotiations, award and the contract term on an as needed basis with or without notice.

Description	Date	Time
Release of eRFP	March 15, 2019	N/A
Bidders/Suppliers’ Conference Location: 2 Martin Luther King Jr. Drive, Suite 1514, West Tower, Atlanta, GA 30334	March 28, 2019	10:00 a.m. EST
Attendance is Mandatory		
Deadline for written questions sent via email to the Issuing Officer referenced in Section 1.5.	April 8, 2019	12:00 p.m. EST
Responses to Written Questions	April 12, 2019	5:00 p.m. EST
Proposals Due/Close Date and Time	April 23, 2019	2:00 p.m. EST
Vendor Demonstrations	TBD	TBD
Proposal Evaluation Completed (on or about)	2 to 3 Weeks after Closing	N/A
Negotiations Invitation Issued (emailed) (on or about); discretionary process	4 to 5 Weeks after Closing	TBD
Negotiations with Identified Suppliers (on or	6 to 7 Weeks after Closing	TBD

about); discretionary process		
Final Evaluation (on or about)	8 to 9 Weeks after Closing	N/A
Finalize Contract Terms	9 days after Final Evaluation	N/A
Notice of Intent to Award* [NOIA] (on or about)	10 to 11 Weeks after Closing	N/A
Notice of Award [NOA] (on or about)	10 calendar days after NOIA	N/A

*In the event the estimated value of the contract is less than \$100,000, the State Entity reserves the right to proceed directly to contract award without posting a Notice of Intent to Award.

1.5. Official Issuing Officer (Buyer)

Verneicher Favors

vfavors@sos.ga.gov

1.6. Definition of Terms

Any special terms or words which are not identified in this State Entity eRFP may be identified separately in Attachment "B" to the eRFP. Please download, save, and carefully review all documents in accordance with the instructions provided in Section 2 "Instructions to Suppliers" of this eRFP.

1.7. Contract Term

The initial term of the contract(s) is for 10 calendar year(s) from the execution date of the contract(s). The State Entity shall have 5 one (1) year option(s) to renew, which options shall be exercisable at the sole discretion of the State Entity. Renewal will be accomplished through the issuance of Notice of Award Amendment. In the event that the contract(s), if any, resulting from the award of this eRFP shall terminate or be likely to terminate prior to the making of an award for a new contract for the identified products and/or services, the State Entity may, with the written consent of the awarded Supplier(s), extend the contract(s) for such period of time as may be necessary to permit the State Entity's continued supply of the identified products and/or services. The contract(s) may be amended in writing from time to time by mutual consent of the parties. Unless this eRFP states otherwise, the resulting award of the contract(s) does not guarantee volume or a commitment of funds.

2. Instructions to Suppliers

By submitting a response to this eRFP, the Supplier is acknowledging that they:

1. Have read the information and instructions,
2. Agree to comply with the information and instructions contained herein.

2.1. General Information and Instructions

2.1.1. Team Georgia Marketplace™ Registration System

DOAS requires all companies and/or individuals interested in conducting business with the State of Georgia to register in the State's web-based registration system, through Team Georgia Marketplace™. Registration is free and enables the registering company to gain access to certain information, services and/or materials maintained in Team Georgia Marketplace™ at no charge to the registering company. All registering companies must agree to be bound by the applicable terms and conditions governing the Supplier's use of Team Georgia Marketplace™. In the event DOAS elects to offer certain optional or premium services to registered companies on a fee basis, the registered company will be given the opportunity to either accept or reject the service before incurring any costs and still maintain its registration. Companies may register at <https://saofn.state.ga.us/psp/sao/SUPPLIER/ERP/?cmd=login>

2.1.2. Restrictions on Communicating with Staff

From the issue date of this eRFP until the Notice of Award is posted (or the eRFP is officially cancelled), Suppliers are not allowed to communicate for any reason with any State staff except through the Issuing Officer named herein, as allowed by the Issuing Officer during the

Bidders/Suppliers' conference, or as provided by existing work agreement(s). Prohibited communication includes all contact or interaction, including but not limited to telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. The State Entity reserves the right to reject the response of any Supplier violating this provision.

2.1.3. Submitting Questions

All questions concerning this eRFP, including questions posed at the Bidders/Offers conference (if any), must be submitted in writing via email to the Issuing Officer identified in Section 1.5 "Issuing Officer" of this eRFP. No questions other than written will be accepted. No response other than written will be binding upon the State. All Suppliers must submit questions by the deadline identified in the Schedule of Events for submitting questions. Suppliers are cautioned that the State Entity may or may not elect to entertain late questions or questions submitted by any other method than as directed by this section. All questions about this eRFP should be submitted in the following format:

Company Name

Question #1 Question, *Citation of relevant section of the eRFP*

Question #2 Question, *Citation of relevant section of the eRFP*

Do not use the comments section of the Sourcing Event to submit questions to the issuing officer.

2.1.4. Attending Bidders/Suppliers' Conference

The Bidders/Suppliers' Conference or any other information session (if indicated in the schedule of events) will be held at the location referred to in Section 1.4 "Schedule of Events" of this eRFP. Unless indicated otherwise, attendance is not mandatory. Although, Suppliers are strongly encouraged to attend. However, in the event the conference has been identified as mandatory, then a representative of the Supplier must attend the conference in its entirety to be considered eligible for contract award. The Supplier is strongly encouraged to allow ample travel time to ensure arrival in the conference meeting room prior to the beginning of any mandatory conference. The State Entity reserves the right to consider any representative that failed to sign in or arrives late to be "not in attendance." Therefore, all Suppliers are strongly encouraged to arrive early to allow for unexpected travel contingencies.

2.1.5. State's Right to Request Additional Information – Supplier's Responsibility

Prior to contract award, the State Entity must be assured that the selected Supplier has all of the resources to successfully perform under the contract. This includes, but is not limited to, adequate number of personnel with required skills, availability of appropriate equipment in sufficient quantity to meet the on-going needs of the State Entity, financial resources sufficient to complete performance under the contract, and experience in similar endeavors. If, during the evaluation process, the State Entity is unable to assure itself of the Supplier's ability to perform, if awarded, the State Entity has the option of requesting from the Supplier any information deemed necessary to determine the Supplier's responsibility. If such information is required, the Supplier will be so notified and will be permitted approximately seven business days to submit the information requested.

2.1.6. Failing to Comply with Submission Instructions

Responses received after the identified due date and time or submitted by any other means than those expressly permitted by the eRFP will not be considered. Suppliers' responses must be complete in all respects, as required in each section of this eRFP.

2.1.7. Rejection of Proposals; State's Right to Waive Immaterial Deviation

The State Entity reserves the right to reject any or all responses, to waive any irregularity or informality in a Supplier's response, and to accept or reject any item or combination of items, when to do so would be to the advantage of the State of Georgia. It is also within the right of the State

Entity to reject responses **that do not contain all elements and information requested in this eRFP**. A Supplier's response will be rejected if the response contains any defect or irregularity and such defect or irregularity constitutes a material deviation from the eRFP requirements, which determination will be made by the State Entity on a case-by-case basis. A minor informality or irregularity is one which is merely a matter of form or some immaterial variation from the exact requirements of the solicitation having no effect or merely a trivial or negligible effect on a Supplier's proposal's total price, quality, quantity, or delivery of the supplies or performance of the contract, and the correction or waiver of which would not be prejudicial to other Suppliers. DOAS maintains discretion to provide a Supplier with an opportunity to cure any deficiency resulting from a minor informality or irregularity in a response or waive any such deficiency when it is to the advantage of the State. Such communication or determination shall be in writing. Examples of minor informalities or irregularities include, but are not limited to:

- a. Failure of a Supplier to furnish the required information concerning the number of the Supplier's employees or failure to make a representation concerning its size.
- b. Failure of a Supplier to furnish cut sheets or product literature
- c. Failure of a Supplier to furnish financial statements
- d. Failure of a Supplier to furnish references
- e. Failure of a Supplier to indicate its contractor's license or other evidence of required licensure, except that a contract must not be awarded to the Supplier unless and until the Supplier is properly licensed under the laws of Georgia.

2.1.8. State's Right to Amend and/or Cancel the eRFP

The State Entity reserves the right to amend this eRFP. Any revisions must be made in writing prior to the eRFP closing date and time. By submitting a response, the Supplier shall be deemed to have accepted all terms and agreed to all requirements of the eRFP (including any revisions/additions made in writing prior to the close of the eRFP whether or not such revision occurred prior to the time the Supplier submitted its response) unless expressly stated otherwise in the Supplier's response. Therefore, each Supplier is individually responsible for reviewing the revised eRFP and making necessary or appropriate changes and/or additions to the Supplier's response prior to close of the eRFP. Suppliers are encouraged to frequently check the eRFP for additional information. Finally, the State Entity reserves the right to cancel this eRFP at any time.

2.1.9. Protest Process

Suppliers should familiarize themselves with the procedures set forth in Chapter 6 of the *Georgia Procurement Manual*.

2.1.10. Costs for Preparing Responses

Each Supplier's response should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. The cost for developing the response and participating in the procurement process (including the protest process) is the sole responsibility of the Supplier. The State will not provide reimbursement for such costs.

2.1.11. ADA Guidelines

The State of Georgia adheres to the guidelines set forth in the Americans with Disabilities Act. Suppliers should contact the Issuing Officer at least one day in advance if they require special arrangements when attending the Bidders/Suppliers' Conference (if any). The Georgia Relay Center at 1-800-255-0056 (TDD Only) or 1-800-255-0135 (Voice) will relay messages, in strict confidence, for the speech and hearing impaired.

2.1.12. Public Access to Procurement Records

Solicitation opportunities will be publicly advertised as required by law and the provisions of the Georgia Procurement Manual. Information submitted in response to this solicitation will be processed in accordance with applicable State of Georgia procurement procedures, including O.C.G.A. §50-5-67 and the Georgia Open Records Act. Requests for copies of bids and proposals prior to final award of a contract shall be handled in accordance with the procedures outlined in O.C.G.A. § 50-5-67, the State Purchasing Act, whereas requests for procurement-related documents after final contract award or upon cancellation of a bid without intent to rebid are handled in accordance with the Georgia Open Records Act as provided in O.C.G.A. 50-18-71 et seq. Proposals and bids, including documents pertaining to the solicitation, become the property of the State and shall be open to public inspection as follows:

2.1.12.1: State Purchasing Act: The State Purchasing Act delays the release of certain procurement records in the event the public disclosure of those records prior to DOAS's public announcements of the results of a solicitation would undermine the public purpose of obtaining the best value for the State such as cost estimates, proposals/bids, evaluation criteria, Supplier evaluations, negotiation documents, offers and counter-offers, and certain records revealing preparation for the procurement. Pursuant to O.C.G.A. § 50-5-67, bids and proposals shall be made available for public inspection, upon request, within one business day of DOAS's posting of the Notice of Intent to Award (or the Notice of Award in the event DOAS does not issue the Notice of Intent to Award). Exceptions provided under the Georgia Open Records Act are not applicable to the disclosure requirements under the State Purchasing Act; therefore, all information other than audited financial statements, will be subject to public disclosure upon request, including information marked as "confidential," "proprietary," etc. DOAS is under no obligation to notify Supplier of disclosure of records under the State Purchasing Act.

2.1.12.2 Georgia Open Records Act: After final contract award has been made or after a bid has been cancelled following evaluation, without intent to rebid, requests for access to Supplier proposals and/or communications shall be subject to the disclosure provisions of Georgia's Open Records Act. Pursuant to O.C.G.A. § 50-18-71(a), DOAS must make all public records, including bid proposals, open for personal inspection and copying, except those records which by order of a court of this state or by law are specifically exempted.

2.1.12.2.1 Marking Submissions as "Confidential," "Proprietary," or "Trade Secret:" If a Supplier considers any portion of the documents, data, or records submitted in response to this solicitation to be exempt from disclosure under Georgia law, the Supplier must clearly mark each such submission, or portions of the submission, considered to be exempt from disclosure as "Confidential," "Proprietary," or "Trade Secret." All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. Wholesale designation of a response or substantial parts of a response as "Confidential" will not be accepted by the State. If only portions of a page are subject to some protection, Supplier should not mark the entire page. Even though information submitted by a Supplier may be marked as "confidential," "proprietary," "trade secret" etc., the State Entity will make its own determination regarding what information may or may not be withheld from disclosure.

2.1.12.2.2 Submission of Redacted Copies: If Supplier considers any portion of its bid/proposal to the solicitation to be trade secret or otherwise not subject to public disclosure under Georgia Open Records Act, Supplier must, in addition to the required original documents, provide a separate redacted electronic copy of its bid/proposal, preferably in PDF format, and briefly describe in a separate writing, as to each item redacted, the grounds for claiming exemption from the public records law, including citation to the appropriate exemption form disclosure requirements provided under Georgia law. This redacted copy should be clearly marked "Redacted Copy-Available for Public Review." In addition, the electronic file name should include the words "**Redacted Copy**" at the **beginning of the file name**. The redacted copy shall be submitted at the same time Supplier

submits its bid/proposal and must only exclude or redact those specific portions that are claimed not subject to disclosure. The redacted copy should reflect the same pagination as the original and show the location from which information was redacted. Except for the redacted information, the redacted electronic copy must be identical to the original bid/proposal. The redacted copy will be open to public inspection under the Georgia Open Records Act without further notice to the Supplier. If Supplier fails to submit a redacted copy with its bid/proposal, the State is authorized to produce the Supplier's bid/proposal with the exception of audited financial statements in answer to any public records request under the Georgia Open Records Act. Even though information submitted by a Supplier may be marked as "confidential," "proprietary," "trade secret" etc., the State will make its own determination regarding what information may or may not be withheld from disclosure. If the State of Georgia deems redacted information to be subject to disclosure under the Georgia Open Records Act, the Supplier will be contacted prior to the release of this information. Please note that the redacted version will be utilized for purposes of responding to requests for records pursuant to the Open Records Act. DOAS will provide access to copies of original bids and proposals in response to requests made pursuant to the State Purchasing Act. The State does not consider pricing information to be confidential or proprietary.

2.1.12.2.3 Trade Secret: In addition, if the Supplier claims that certain information in its bid/proposal may be withheld as trade secret pursuant to O.C.G.A. 50-18-72(a)(34), the Supplier shall include with its bid/proposal submission, an affidavit indicating the specific information that the Supplier identifies as trade secret, affirmatively declaring that such information is trade secret. Along with the affidavit, the Supplier shall provide a justification regarding how and why each redaction request constitutes a trade secret pursuant to Georgia Law. Designation of a "trade secret" shall not be binding on the State, but the State will review and consider the designation. If the Supplier does not include an affidavit with its bid/proposal submission, the State is authorized to produce the Supplier's bid/proposal with the exception of audited financial statements in answer to any public records request under the Georgia Open Records Act. Wholesale designation of a response or substantial parts of a response as "trade secrets" will not be accepted by the State. In general, the State does not consider pricing information to be trade secret.

2.1.13. Registered Lobbyists

By submitting a response to this eRFP, the Supplier hereby certifies that the Supplier and its lobbyists are in compliance with O.C.G.A. § 21-5-51 et seq.

2.2. Submittal Instructions

Submittal Instructions for Team Georgia Marketplace™

Listed below are key action items related to this eRFP. The Schedule of Events in Section 1.4 identifies the dates and time for these key action items. This portion of the eRFP provides high-level instructions regarding the process for reviewing the eRFP, preparing a response to the eRFP, and submitting a response to the eRFP. Suppliers are required to access, print, and utilize the training materials identified in Section 2.2.1 of this eRFP to ensure the Supplier successfully submit a response to this eRFP.

2.2.1. eRFP Released

The release of the eRFP is formally communicated through the posting of this eRFP as an event in Team Georgia Marketplace™ and by a public announcement posted to the Georgia Procurement Registry, which is accessible online as follows: http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

This eRFP is being conducted through Team Georgia Marketplace™, an online, electronic tool, which allows a Supplier to register, log on, select answers and type text in response to questions, and upload any necessary documents. Team Georgia Marketplace™ permits a Supplier to build and save a response over time until the Supplier is ready to submit the completed response. Each Supplier interested in competing to win a contract award must complete and submit a response to

this eRFP using Team Georgia Marketplace™. Therefore, each Supplier MUST carefully review the instructions and training information from the following link for a comprehensive overview of the functionality of Team Georgia Marketplace™: <http://doas.ga.gov/state-purchasing/purchasing-education-and-training/Supplier-training>

2.2.2. eRFP Review

The eRFP (or “Sourcing Event”) consists of the following: this document, entitled “The State Entity eRFP Document”, and any and all information included in the Sourcing Event, as posted online on Team Georgia Marketplace™, including any and all documents provided by the State Entity as attachments to the Sourcing Event or links contained within the Sourcing Event or its attached documents.

Please carefully review all information contained in the Event, including all documents available as attachments or available through links. Any difficulty accessing the Event or opening provided links or documents should be reported immediately to the Issuing Officer (See Section 1.5) and/or the Help Desk (Section 2.2.8). Attached documents may be found as follows:

1. First, the State Entity will provide documents at the “header” level of the Event. Please select “View/Add General Comments & Attachments,” which appears at the top of the screen of the Event under the “Event Details” Section. Next, by selecting “View Event Attachments,” the Supplier may open and save all of the available documents. In this location, the Supplier is most likely to find this document (The State Entity eRFP Document) as well as the worksheets referenced in Section 4 “eRFP Proposal Factors,” such as the Mandatory Response Worksheet, the Mandatory Scored Requirements, and the Additional Scored Responses. Please thoroughly review all provided attachments.
2. Second, the State Entity may also provide documents at the “line detail” level of the Event. Please navigate to “Step 2: Enter Line Bid Responses,” which appears towards the bottom of the screen of the Event. Please access any provided documents as follows:
 - a. First Method:
 - i. To the right of each line appearing under Step 2, the Event contains a “Bid” link. By selecting the “Bid” link, the Supplier will navigate to a new page of the Event.
 - ii. On this new page, the Supplier can select “View/Add Question Comments and Attachments” to locate attached documents.
 - b. Second Method:
 - i. To the right of each line appearing under Step 2, the Event contains a “Line Comments/Files” icon (appears as a bubble with text). By selecting the “Line Comments/Files” icon, the Supplier will navigate to a new page of the Event.
 - ii. On this new page, the Supplier can locate attached documents.

In this location, the Supplier is most likely to find the cost worksheet (if any, as defined by Section 5 “Cost Proposal”) as well as any other documents provided by the State Entity with respect to the identified line items. Please thoroughly review all provided attachments.

2.2.3. Preparing a Response

As noted earlier, Team Georgia Marketplace™ allows the Supplier to answer questions by entering text and numeric responses. In addition, as noted in Section 2.2.4 “Uploading Forms”, the Supplier may also provide information by uploading electronic files. When preparing a response, the Supplier must consider the following instructions:

1. Use the provided worksheets to prepare your response. Enter your responses directly into the worksheet. Unless otherwise directed, do not insert “see attached file” (or similar statements) in the worksheet to reference separate documents.

2. Answer each question in sufficient detail for evaluation while using judgment with regards to the length of response.
3. Proofread your response and make sure it is accurate and readily understandable.
4. Label any and all uploaded files using the corresponding section numbers of the eRFP or any other logical name so that the State Entity can easily organize and navigate the Supplier's response.
5. Use caution in creating electronic files to be uploaded. If the State Entity is unable to open an electronic file due to a virus or because the file has become corrupted, the Supplier's response may be considered incomplete and disqualified from further consideration.
6. Use commonly accepted software programs to create electronic files. The State Entity has the capability of viewing documents submitted in the following format: Microsoft Word or WordPad, Microsoft Excel, Portable Document Format file (PDF), and plain text files with the file extension noted in parentheses (.txt). Unless the eRFP specifically requests the use of another type of software or file format than those listed above, please contact the Issuing Officer prior to utilizing another type of software and/or file format. In the event the State Entity is unable to open an electronic file because the State Entity does not have ready access to the software utilized by the Supplier, the Supplier's response may be considered incomplete and disqualified from further consideration.
7. Continue to save your response until the response is ready to be submitted. Select the "Save for Later" button at the top of the page under "Event Details" of the Event.

2.2.4. Uploading Forms

Once the Supplier is ready to upload electronic files (completed forms or worksheets, product sheets, etc.), please follow the directions within the eRFP to upload these documents in the proper location. There are three places to upload completed documents:

1. First, the "View/Add General Comments & Attachments" link contains a place for the Supplier to upload all of the documents and worksheets which were provided by the State Entity under the "View Event Attachments" link. Once the Supplier has completed the Event Attachments, the Supplier can then select "Add New Attachments" to upload the completed documents. The Supplier can upload as many documents as necessary in this section of the Event.
2. Second, the Supplier can also upload documents in response to each question or bid factor which appears on the main page of the Event, which appears below the "View/Add General Comments & Attachments" link of the Event. To the right of each question or bid factor, the Supplier can select the "Add Comments or Attachments" link to either enter a written response or upload an electronic document in response to the question or bid factor. After selecting "Add Comments or Attachments," the Supplier should select "Upload" under the "Add New Attachments" section to browse and upload an electronic file.
3. Third, the Supplier can also upload documents in the bottom portion of the Event where pricing is requested. After selecting the comment bubble icon, the Event allows the Supplier to select "Upload" in order to include an attachment as part of the Supplier's response. In the alternative, the Supplier can also select the link "Bid," which also appears to the right of any line items provided in the "Enter Line Bid Responses" portion of the Event. After selecting the "Bid" link, the Supplier can select "View/Add Question Comments and Attachments" to upload a document.

2.2.5. Reviewing the Response Prior to Submission

Each Supplier is responsible for ensuring all questions have been answered appropriately and that all necessary documents have been uploaded. Prior to final submission of your response, please review the following checklist:

1. Please review and confirm that the Supplier has answered all questions appropriately. Many questions require a "yes" or "no" response. Please ensure that the correct response has been selected.
2. Please review and confirm that the most competitive response has been provided.

3. Please confirm that all necessary files have been uploaded.
4. Please select the “Validate Entries” button under “Event Details” at the top portion of the Event. While the “Validate Entries” feature cannot verify whether the Supplier has attached files, attached the correct files, or entered the correct responses, the “Validate Entries” feature will alert the Supplier if one or more questions in the “Event Questions” section of the Event have not been answered. The “Validate Entries” feature is a useful tool; however, it is no substitute for careful preparation and review by the Supplier. The State Entity will not consider the Supplier’s use of the “Validate Entries” feature as an excuse for an error committed by the Supplier in the preparation of its response.

2.2.6. Submitting the Completed Response/Bid

Once the completed response has been reviewed by the Supplier, click the "Submit Bid" button at the top of the page under the “Event Details” section of the Event. Any information entered by a Supplier into Team Georgia Marketplace™ but not submitted prior to the submission deadline will not be released to the State Entity and will not be considered for award. Only after the Supplier selects the “Submit Bid” button, will the response to the eRFP be sent electronically, time stamping the Supplier’s response and sending a confirmation email to the email address of the Supplier. Please note that submission is not instantaneous; therefore, each Supplier must **allow ample time for its response to be submitted prior to the deadline.**

2.2.7. Reviewing, Revising or Canceling a Submitted Response

After the response has been submitted, the Supplier may view and/or revise its response by logging into Team Georgia Marketplace™ and selecting the eRFP event number and the “View/Edit” feature for the Supplier’s previous response. Please take note of the following:

1. **REVIEW ONLY.** In the event the Supplier only wishes to view a submitted response, the Supplier may select “View/Edit.” Once the Supplier has finished viewing the response, the Supplier may simply exit the screen. DO NOT SELECT “Save for Later.” Team Georgia Marketplace™ recognizes any response placed in the “Save for Later” status as a work in progress and withdraws the originally submitted bid. As a result, unless the Supplier selects “Submit” prior to the closing date and time, no response will be transmitted to the State Entity.
2. **REVIEW AND REVISE.** In the event the Supplier desires to revise a previously submitted response, the Supplier may select “View/Edit” and then revise the response. If the revisions cannot be completed in a single work session, the Supplier should save its progress by selecting “Save for Later.” Once revisions are complete, the Supplier **MUST** select “Submit” to submit its corrected response. **Please permit adequate time to revise and then resubmit the response. Please note submission is not instantaneous and may be affected by several events, such as the Supplier temporarily losing a connection to the Internet.**

AS EACH SUPPLIER IS SOLELY RESPONSIBLE FOR RESUBMITTING ITS RESPONSE PRIOR TO THE eRFP END DATE AND TIME TO ENSURE THE RESPONSE MAY BE CONSIDERED BY THE STATE ENTITY, PLEASE USE CAUTION IN DECIDING WHETHER OR NOT TO MAKE REVISIONS. The State will assume no responsibility for a Supplier’s inability to correct errors or otherwise make revisions to the submitted response or the Supplier’s inability to resubmit a response prior to the eRFP end date and time.

3. **WITHDRAW/CANCEL.** In the event the Supplier desires to revise a previously submitted response, the Supplier may select “View/Edit” and then select “Save for Later.” Team Georgia Marketplace™ recognizes any response placed in the “Save for Later” status as a work in progress and ***withdraws the originally submitted bid.*** As a result, unless the Supplier selects “Submit” prior to the closing date and time, no response will be transmitted to

the State Entity. In the event a Supplier desires to withdraw its response after the closing date and time, the Supplier must submit a request in writing to the Issuing Officer.

2.2.8. Help Desk Support

For technical questions related to the use of Team Georgia Marketplace™, Suppliers have access to phone support through the DOAS Customer Service Help Desk at 404-657-6000, Monday through Friday 8:00 AM to 5:00 PM excluding state holidays or any other day state offices are closed such as furlough days or closings in response to inclement weather. Suppliers can also email questions to: ProcurementHelp@doas.ga.gov.

3. General Business Requirements

This section contains general business requirements. By submitting a response, the Supplier is certifying its agreement to comply with all of the identified requirements of this section and that all costs for complying with these general business requirements are included in the Supplier's submitted pricing.

3.1. Standard Insurance Requirements

If awarded a contract, the Supplier shall procure and maintain insurance which shall protect the Supplier and the State of Georgia (as an additional insured) from any claims for bodily injury, property damage, or personal injury covered by the indemnification obligations set forth in the contract attached to this solicitation throughout the duration of the contract. The Supplier shall procure and maintain the insurance policies described below at the Supplier's own expense and shall furnish the State Entity an insurance certificate listing the State of Georgia as certificate holder and as an additional insured. The insurance certificate must document that the Commercial General Liability insurance coverage purchased by the Supplier includes contractual liability coverage applicable to the contract. In addition, the insurance certificate must provide the following information: the name and address of the insured; name, address, telephone number and signature of the authorized agent; name of the insurance company (authorized to operate in Georgia); a description of coverage in detailed standard terminology (including policy period, policy number, limits of liability, exclusions and endorsements); and an acknowledgment of notice of cancellation to the State Entity.

The Supplier is required to maintain the following insurance coverage during the term of the contract:

- 1) Workers Compensation Insurance (Occurrence) in the amounts of the statutory limits established by the General Assembly of the State of Georgia (a self-insurer must submit a certificate from the Georgia Board of Workers Compensation stating that the Supplier qualifies to pay its own workers compensation claims.) In addition, the Supplier shall require all subcontractors occupying the premises or performing work under the contract to obtain an insurance certificate showing proof of Workers Compensation Coverage with the following minimum coverage:

Bodily injury by accident – per employee	\$100,000
Bodily injury by disease – per employee	\$100,000
Bodily injury by disease – policy limit	\$500,000

- 2) Commercial General Liability Policy with the following minimum coverage:

Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Ops. Aggregate Limit	\$2,000,000

- 3) Automobile Liability

Combined Single Limit	\$1,000,000
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- 4) Professional Liability / Errors & Omissions

	\$3,000,000
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- 5) Fidelity Coverage

	\$1,000,000
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- 6) Umbrella Liability

	\$5,000,000
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The foregoing policies shall contain a provision that coverage afforded under the policies will not be

canceled, or not renewed or allowed to lapse for any reason until at least thirty (30) days prior written notice has been given to the State Entity. Certificates of Insurance showing such coverage to be in force shall be filed with the State Entity prior to commencement of any work under the contract. The foregoing policies shall be obtained from insurance companies licensed to do business in Georgia and shall be with companies acceptable to the State Entity, which must have a minimum A.M. Best rating of A-. All such coverage shall remain in full force and effect during the term and any renewal or extension thereof.

Within ten (10) business days of award, the awarded Supplier must procure the required insurance and provide the State Entity with two (2) Certificates of Insurance. Certificates must reference the contract number. The Supplier's submitted pricing must include the cost of the required insurance. No contract performance shall occur unless and until the required insurance certificates are provided.

3.2. Bonds and/or Letter of Credit

Performance Bond/Letter of Credit

The awarded Supplier(s) shall be required to furnish a performance bond or an irrevocable letter of credit to the State Entity for the faithful performance on the contract in an amount equal to 100% of the Contract Award. The bond shall be issued by a Corporate Surety authorized to do business with the State of Georgia. The performance bond/letter of credit must be submitted to the State Entity within ten (10) calendar days of the date the contract is awarded, but in any event, prior to the beginning of any contract performance by the awarded Supplier.

3.3. Proposal Certification

By responding to this solicitation, the Supplier understands and agrees to the following:

1. That this electronically submitted proposal constitutes an offer, which when accepted in writing by the State Entity, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the Supplier and the State Entity; and
2. That the Supplier guarantees and certifies that all items included in the Supplier's response meet or exceed any and all of the solicitation's identified specifications and requirements except as expressly stated otherwise in the Supplier's response; and
3. That the response submitted by the Supplier shall be valid and held open for a period of **one hundred and twenty (120) days** from the final solicitation closing date and that the Supplier's offer may be held open for a lengthier period of time subject to the Supplier's consent; and
4. That the Supplier's response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. Supplier understands and agrees that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards; and
5. That the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et seq. have not been violated and will not be violated in any respect.

4. eRFP Proposal (Bid) Factors

This section contains the detailed technical requirements and related services for this Sourcing Event. Suppliers are required to download, complete and then upload the Worksheets titled "Supplier General Information," "Mandatory Response Worksheet," "Mandatory Scored Requirement Worksheet," and "Additional Scored Response Worksheet" found as attachments in the Sourcing Event. Although many solicitations will contain all of the worksheets noted above, it is possible that a solicitation will not contain all of the worksheets. In the event all four worksheets are not available as downloadable forms to this eRFP, please confirm with the Issuing Officer that all four worksheets are not required.

Unless requested otherwise, all responses must be provided within the Excel worksheets and not as a separately attached document. Except as otherwise indicated, all requested forms and documents must be submitted electronically via the sourcing tool as an uploaded document to the Supplier's response. These worksheets together with any and all other documents submitted in response to Section 4 of this eRFP will be considered the Supplier's technical proposal.

The State Entity has determined that it is best to define its own needs, desired operating objectives, and desired operating environment. The State Entity will not tailor these needs to fit particular solutions Suppliers may have available; rather, the Suppliers shall propose to meet the State Entity's needs as defined in this eRFP. All claims shall be subject to demonstration. Suppliers are cautioned that conditional proposals, based upon assumptions, may be deemed non-responsive.

4.1. Technical Proposal Introduction

All of the items described in this section are service levels and/or terms and conditions that the State Entity expects to be satisfied by the selected Supplier. Each Supplier must indicate its willingness and ability to satisfy these requirements in the appropriate worksheets.

4.2. Supplier General Information

Each Supplier must complete all of the requested information in the electronic purchasing system entitled **Supplier's General Information Worksheet** for inclusion with their bid response.

DO NOT INCLUDE ANY COST/PRICING INFORMATION IN YOUR RESPONSE TO THIS WORKSHEET.

4.3. Mandatory Requirements

As specified with each requirement listed in the **Mandatory Response Worksheet**, the Supplier must indicate whether its proposal meets the individual requirements by marking either a "YES" or "NO" in the response block provided. A Pass/Fail evaluation will be utilized for all mandatory requirements. Ordinarily, to be considered responsive, responsible, and eligible for award, all questions identified as mandatory must be marked "YES" to pass. There may be rare instances in which a response of "NO" is the correct and logical response in order to meet the mandatory requirement (e.g. responding "NO" that the Supplier does not possess any conflicts of interest). Otherwise, any mandatory questions marked "NO" will fail the technical requirements and will result in disqualification of the proposal.

DO NOT INCLUDE ANY COST/PRICING INFORMATION IN YOUR RESPONSE TO THIS WORKSHEET.

4.4. Mandatory Scored Response

As specified with each requirement listed in the **Mandatory Scored Response Worksheet**, the Supplier must indicate whether it will meet the individual requirement (if any) and provide a supporting narrative in the space provided. To be considered responsive, responsible, and eligible for award, any and all requirements identified in the Mandatory Scored Response Worksheet must be met. There may be rare instances in which an item within the Mandatory Scored Response Worksheet does not create an individual requirement which must be met, but instead merely requires a response. All requirements labeled "Mandatory Scored" must be met by the Supplier. Failure to meet any mandatory scored requirements may result in disqualification of the proposals. The narrative description, along with any required supporting materials, will be evaluated and awarded points in accordance with Section 6 "Proposal Evaluation, Negotiations and Award" of this eRFP.

DO NOT INCLUDE ANY COST INFORMATION IN YOUR RESPONSE TO THIS WORKSHEET.

4.5. Additional Scored Responses (No Additional Scored Questions)

All items labeled "Additional Scored Responses" represent information that is requested by the State Entity. Suppliers are encouraged to provide a thorough narrative description in the space provided in the **Additional Scored Response Worksheet**. Answers along with any requested supporting materials will be evaluated and awarded points in accordance with Section 6 "Proposal Evaluation, Negotiations and Award" of this eRFP.

DO NOT INCLUDE ANY COST INFORMATION IN YOUR RESPONSE TO THIS WORKSHEET.

4.6. Additional Information

As noted in Section 2.2.2 “eRFP Review,” please access and review all of the attachments provided by the State Entity within the Event. If supplemental materials are requested by the State Entity to be submitted by the Supplier as part of the technical proposal, the Supplier should upload these additional materials as noted in Section 2.2.4 “Uploading Forms.”

5. Cost Proposal

5.1. Cost Proposal

Each Supplier is required to submit a cost proposal as part of its response. The cost proposal will be evaluated and scored in accordance with Section 6 “Proposal Evaluation, Negotiations, and Award” of this eRFP. By submitting a response, the Supplier agrees that it has read, understood, and will abide by the following instructions/rules:

1. The submitted cost proposal must include all costs of performing pursuant to the resulting contract; and
2. Cost proposals containing a minimum order/ship quantity or dollar value, unless otherwise called for in the eRFP, will be treated as non-responsive and may not be considered for award; and
3. In the event there is discrepancy between the Supplier’s unit price and extended price, the unit price shall govern; and
4. In the event there is a discrepancy between (1) the Supplier’s pricing as quoted on the eRFP’s provided cost worksheet and (2) the Supplier’s pricing as quoted by the Supplier in one or more additional documents, the former shall govern; and
5. The prices quoted and listed in the cost proposal shall be firm throughout the term of the resulting contract, unless otherwise noted in the eRFP or contract.

5.2. Cost Structure and Additional Instructions

The State Entity’s intent is to structure the cost format in order to facilitate comparison among all Suppliers and foster competition to obtain the best market pricing. Consequently, the State Entity requires that each Supplier’s cost be in the format outlined below. Additional alternative cost structures will not be considered. Each Supplier is cautioned that failure to comply with the instructions listed below, submission of an incomplete offer, or submission of an offer in a different format than the one requested may result in the rejection of the Supplier’s proposal.

Enter all information directly into the cost sheet(s). Enter numbers on each cost sheet in “number” (two-place decimal), not “currency” or other format unless otherwise stated. That is, omit dollar signs, commas, and any other non-essential symbols. (e.g., \$7.90 should be entered as 7.90) Prices must be in US Dollars. Enter “n/a” to indicate not available or “0” if there is no charge. Cells left blank will be interpreted as “no offer”.

Download the cost worksheet, complete the worksheet, and then upload the worksheet by following the instructions in the third bullet of Section 2.2.4 “Uploading Forms” of this eRFP.

6. Proposal Evaluation, Negotiations, and Award

All timely proposals will be evaluated in accordance with the following steps. The objective of the evaluation process is to identify the proposal which represents the best value to the State Entity based on a combination of technical and cost factors. Based on the results of the initial evaluation, the State Entity may or may not elect to negotiate technical and/or cost factors as further described in the eRFP. In the event negotiations of the technical and/or cost factors occur, the revised proposals will be reevaluated in accordance with the provisions of Section 6.4 “Scoring Criteria” of this eRFP. Once the evaluation process has been completed (and any negotiations the State Entity desires to conduct have occurred), the apparent successful Supplier(s) will be required to enter into discussions with the State Entity to resolve any exceptions to the State Entity’s contract. The State Entity will announce the results of the eRFP as described further in Section 6.9 “Public Award Announcement” of this eRFP.

6.1. Administrative/Preliminary Review

First, the proposals will be reviewed by the Issuing Officer to determine the proposal's compliance with the following requirements:

1. Proposal was submitted by deadline in accordance with Section 2
2. Proposal is complete and contains all required documents
3. Technical Proposal does not include any pricing from the Cost Proposal

6.2. Evaluating Proposal Factors (Section 4)

If the Supplier's proposal passes the Administrative/Preliminary Review, the Supplier's responses to Section 4 "eRFP Proposal Factors" will be submitted to the Evaluation Team for evaluation.

6.2.1. Review of Mandatory and Mandatory Scored Questions

The Evaluation Team will review each proposal in detail to determine its compliance with mandatory eRFP requirements. Responses to both "Mandatory" and "Mandatory Scored" Questions will be evaluated on a pass/fail basis. If a proposal fails to meet a mandatory and/or mandatory scored eRFP requirement, the State Entity will determine if the deviation is material. A material deviation will be cause for rejection of the proposal. An immaterial deviation will be processed as if no deviation had occurred. All proposals which meet the requirements of the "Mandatory" and "Mandatory Scored" Questions are considered "Responsive Proposals" at this point in time and will be scored in accordance with the point allocation in Section 6.4 "Scoring Criteria" of this eRFP.

6.2.2. Review of Additional Scored Information Questions

For all proposals determined to be "Responsive Proposals," the Evaluation Team will review and score the responses to the Additional Scored Information (if any) in accordance with the point allocation in Section 6.4 "Scoring Criteria" of this eRFP.

The Supplier will receive a total technical score at the conclusion of the evaluation of the eRFP Proposal Factors.

6.3. Evaluating Cost Proposal and Total Combined Score

The cost proposals will be reviewed and scored in accordance with Section 6.4 "Scoring Criteria." To expedite the evaluation process, the State Entity reserves the right to analyze the cost proposals independently, but at the same time the Evaluation Team is analyzing the technical proposals, provided neither the cost proposals nor the cost analysis is disclosed to the Evaluation Team until the Evaluation Team completes its initial evaluation and scoring of the eRFP Proposal Factors.

6.3.1. Cost Scoring

The State Entity may utilize lowest cost, lowest total cost, and total cost of ownership (TCO) or greatest savings to determine the most competitive cost proposal. The cost proposal may be scored on an overall basis or at the category/subcategory/line level (as applicable) relative to other proposals. The Supplier deemed to have the most competitive cost proposal overall, as determined by the State Entity, will receive the maximum weighted score for the cost criteria. In the alternative, in the event the cost proposal is scored at the category, subcategory or line level, the State Entity may assign the maximum score per category/subcategory/line for the most competitive proposal at that level. Other proposals will receive a percentage of the weighted score based on the percentage differential between the most competitive cost proposal and the specific proposal in question.

6.3.2. Georgia Enterprises for Products and Services (GEPS)

In the event the issuing officer has received a response from GEPS, the issuing officer must factor in a price preference of 8% for purposes of cost evaluation. The price preference of 8% has been approved by DOAS in accordance with the State Use Law set forth at O.C.G.A. 50-5-135 et seq., which is intended to create opportunities for disabled persons employed by community-based rehabilitation programs and training centers that are certified by the State Use Council. To implement the price preference, the issuing officer must lower GEPS' price by 8% when comparing GEPS' price with any other Supplier's response. However, in the event GEPS wins the contract award, GEPS must be paid at its actual bid price.

6.3.3. Total Score

The Supplier's cost score will be combined with the Supplier's technical score to determine the Supplier's overall score (or "total combined score").

6.4. Scoring Criteria

The evaluation is comprised of the following:

Category	Criteria	Points
Cost	1. Cost of proposed products and/or services	250 points
Technical/Proposal Factors	2. "Mandatory" Requirements	Pass/Fail
Technical/Proposal Factors	3. "Mandatory Scored" & Oral Presentations/Demonstrations	750 points
Total	N/A	1000 points

6.5. Georgia Based Business/Reciprocal Preference Law O.C.G.A. §50-5-60(b)

For the purposes of evaluation only, Suppliers resident in the State of Georgia will be granted the same preference over Suppliers resident in another state in the same manner, on the same basis, and to the same extent that preference is granted in awarding bids for the same goods or services by such other state to Suppliers resident therein over Suppliers resident in the State of Georgia. NOTE: For the purposes of this law, the definition of a resident Supplier is a Supplier who is domiciled in the State of Georgia.

6.6. Negotiations of Proposals and/or Cost Factors

DOAS possesses discretionary authority to conduct one or more rounds of negotiations of technical proposal and/or cost factors as permitted by Georgia law and DOAS' established procurement policy. This section of the eRFP describes DOAS' process for utilizing its discretionary negotiation authority as defined by O.C.G.A. Section 50-5-67(a)(6). No state entity is permitted to conduct negotiations of proposal and/or cost factors without DOAS' supervision unless DOAS has expressly authorized the state entity to conduct negotiations on its own. Although this section addresses DOAS' right to negotiate in accordance with O.C.G.A. §50-5-67(a)(6), DOAS/State Entity reserves the right to conduct any other negotiations authorized by law.

The objective of negotiations is to obtain the Supplier's best terms. PLEASE NOTE: NEGOTIATIONS ARE DISCRETIONARY; THEREFORE, THE STATE ENTITY URGES THE SUPPLIER (1) TO SUBMIT ITS BEST RESPONSE AND (2) NOT TO ASSUME THE SUPPLIER WILL BE GRANTED AN OPPORTUNITY TO NEGOTIATE.

6.6.1. Overview of Negotiations

After the Evaluation Team has scored the Suppliers' proposals, the State Entity may elect to enter into one or more rounds of negotiations with all responsive and responsible Suppliers or only those

Suppliers identified by the Evaluation Team as being in the competitive range. The competitive range will not be selected arbitrarily and those Suppliers included in the competitive range must have highly-scored proposals.

After each round of negotiations (if any), the Supplier will submit revisions to its proposal factors and/or cost proposal, which revisions will be scored by the Evaluation Team in accordance with the same criteria used to evaluate the initial responses from the Suppliers. Suppliers may be removed from further participation in the negotiation process in the event the Evaluation Team determines the Supplier cannot be considered responsive and responsible or based on the competitive range as defined in Section 6.6.3 "Competitive Range."

The State Entity reserves the right to proceed to award without further discussions after receipt of the initial proposals, in which case negotiations and Proposal Revisions will not be required.

6.6.2. Negotiation Instructions

Listed below are the key action items related to negotiations. The State's Negotiation Committee may consist of the State's Evaluation Committee or may be comprised of different people. However, evaluation of proposals or revised proposals shall be completed only by the State's Evaluation Committee.

- 1. Negotiation Invitation:** Those Suppliers identified by the Evaluation Committee to negotiate will be notified and invited to attend negotiations. Suppliers will be notified in writing: (i) the general purpose and scope of the negotiations; (ii) the anticipated schedule for the negotiations; and (iii) the procedures to be followed for negotiations.
- 2. Confirmation of Attendance:** Suppliers who have been invited to participate in negotiations must confirm attendance.
- 3. Negotiations Round(s):** One or more rounds of negotiations may be conducted with those Suppliers identified by the State's Evaluation Team.

6.6.3. Competitive Range

If the State Entity elects to negotiate pursuant to Section 6.6, the State Entity may either (1) elect to negotiate with all responsive and responsible Suppliers, (2) limit negotiations to those Suppliers identified within the competitive range, or (3) limit negotiations to the number of Suppliers with whom the State Entity may reasonably negotiate as defined below. In the event the State Entity elects to limit negotiations to those Suppliers identified within the competitive range, the State Entity will identify the competitive range by (1) ranking Suppliers' proposals from highest to lowest based on each Supplier's Total Combined Score and (2) then looking for breaks in the scores such that natural groupings of similar scores may be identified. In the event the State Entity determines the number of responsive and responsible Suppliers is so great that the State Entity cannot reasonably conduct negotiations (which determination shall be solely at the State Entity's discretion and shall be conclusive), the State Entity may elect to limit negotiations to the top three (3) ranked Suppliers as determined by the Total Combined Score.

6.6.4. Negotiation Round Completion

As part of each round of negotiation, the State Entity may or may not engage in verbal discussions with the Suppliers. However, whether or not the State Entity engages in verbal discussions, any revisions the Supplier elects to make to its response must be submitted in writing via email by the end date and time identified by the Issuing Officer. All revisions received by the due date and time will be evaluated and re-scored by the Evaluation Team in accordance with the same criteria used to evaluate the initial responses from the Suppliers. Revisions which are not received prior to the due date and time cannot be considered; however, any Supplier failing to submit timely revisions

will not be disqualified from consideration for award based on its final proposal as accepted by the State Entity.

6.7. Selection and Award

The responsive and responsible Supplier receiving the highest Total Combined Score and with whom the State Entity is able to reach agreement as to contract terms will be selected for award.

6.8. Site Visits and Oral Presentations

The State Entity reserves the right to conduct site visits or to invite Suppliers to present their proposal factors/technical solutions to the Evaluation Team. Cost proposals and related cost information must not be discussed during the oral presentation of the Supplier's technical solution. Nothing in this section shall prohibit the Negotiation Team from discussing both proposal factors and cost information during the negotiation process defined by Section 6.6 "Negotiations of Proposals and/or Cost Factors."

6.9. Public Award Announcement

The preliminary results of the evaluation will be announced through the public posting of a Notice of Intent to Award (in the event the value of the contract(s) is estimated to be \$100,000 or more in the first year) to the Georgia Procurement Registry. The Notice of Intent to Award ("NOIA") is not notice of an actual contract award; instead, the NOIA is notice of the State Entity's expected contract award(s) pending resolution of the protest process. The NOIA (if any) will identify the apparent successful Supplier(s), unsuccessful Supplier(s), and the reasons why any unsuccessful Suppliers were not selected for contract award. NO SUPPLIER SHOULD ASSUME PERSONAL NOTICE OF THE NOTICE OF INTENT TO AWARD ("NOIA") WILL BE PROVIDED BY THE STATE ENTITY. INSTEAD, ALL SUPPLIERS SHOULD FREQUENTLY CHECK THE GEORGIA PROCUREMENT REGISTRY FOR NOTICE OF THE NOIA.

The Notice of Award ("NOA") is the State Entity's public notice of actual contract award(s). The NOA will be publicly posted to the Georgia Procurement Registry.

7. Contract Terms and Conditions

The contract that the State Entity expects to award as a result of this eRFP will be based upon the eRFP, the successful Supplier's final response as accepted by the State Entity and the contract terms and conditions, which terms and conditions can be downloaded from the Sourcing Event. The "successful Supplier's final response as accepted by the State Entity" shall mean: the final cost and technical proposals submitted by the awarded Supplier and any subsequent revisions to the awarded Supplier's cost and technical proposals and the contract terms and conditions due to negotiations, written clarifications or changes made in accordance with the provisions of the eRFP, and any other terms deemed necessary by the State Entity, except that no objection or amendment by the Supplier to the eRFP requirements or the contract terms and conditions shall be incorporated by reference into the contract unless the State Entity has explicitly accepted the Supplier's objection or amendment in writing.

Please review the State Entity's contract terms and conditions prior to submitting a response to this eRFP. Suppliers should plan on the contract terms and conditions contained in this eRFP being included in any award as a result of this eRFP. Therefore, all costs associated with complying with these requirements should be included in any pricing quoted by the Suppliers. The contract terms and conditions may be supplemented or revised before contract execution and are provided to enable Suppliers to better evaluate the costs associated with the eRFP and the potential resulting contract.

Exception to Contract

By submitting a proposal, each Supplier acknowledges its acceptance of the eRFP specifications and the contract terms and conditions without change except as otherwise expressly stated in the submitted proposal. If a Supplier takes exception to a contract provision, the Supplier must state the reason for the exception and state the specific contract language it proposes to include in place of the provision. Any exceptions to the contract must be uploaded and submitted as an attachment to the Supplier's response. Proposed exceptions must not conflict with or attempt to preempt mandatory requirements specified in the eRFP.

In the event the Supplier is selected for potential award, the Supplier will be required to enter into discussions with the State Entity to resolve any contractual differences before an award is made. These discussions are to be finalized and all exceptions resolved within the period of time identified in the schedule of events. Failure to resolve any contractual issues will lead to rejection of the Supplier. The State Entity reserves the right to proceed to discussions with the next best ranked Supplier.

The State Entity reserves the right to modify the contract to be consistent with the apparent successful offer, and to negotiate other modifications with the apparent successful Supplier. Exceptions that materially change the terms or the requirements of the eRFP may be deemed non-responsive by the State Entity, in its sole discretion, and rejected. Contract exceptions which grant the Supplier an impermissible competitive advantage, as determined by the State Entity, in its sole discretion, will be rejected. If there is any question whether a particular contract exception would be permissible, the Supplier is strongly encouraged to inquire via written question submitted to the Issuing Officer prior to the deadline for submitting written questions as defined by the Schedule of Events.

8. List of eRFP Attachments

The following documents make up this eRFP. Please see Section 2.2.2 “eRFP Review” for instructions about how to access the following documents. Any difficulty locating or accessing the following documents should be immediately reported to the Issuing Officer.

- A. State Entity eRFP (this document)
- B. Special Term Definitions from Section 1.6 “Definition of Terms” of this eRFP
- C. Background and Scope of Work of this eRFP
- D. Mandatory Response Worksheet
- E. Mandatory Scored Response Worksheet
- F. Cost Worksheet
- G. Litigation and Default
- H. References
- I. Election Management System Form
- J. Polling Place Scanner Form
- K. Central Scanning Device Form
- L. Ballot Marking Device Form
- M. Electronic Poll Book Data Management System (EPDMS) Form
- N. Electronic Poll Book (EPoll) Form
- O. Potential Equipment Distribution
- P. Supplier Q & A Worksheet
- Q. Tax Compliance Form
- R. Certificate of Non-Collusion
- S. Department of Audits Immigration and Security Form
- T. Systems and Jurisdiction Form
- U. Contract – Place Holder for Contract

ATTACHMENT B – DEFINITIONS

Please review the following acronyms:

- ADA – Americans with Disabilities Act
- API – Application Programming Interface
- APO – Agency Procurement Officer
- ALM – Application Lifecycle Management
- BMD – Ballot Marking Device
- CO – Contracting Officer
- COAR – Contracting Officer Administrative Representative
- CV – Curriculum Vitae
- CSD – Central Scanning Device
- EAC – U.S. Election Assistance Commission
- EMS – Election Management System
- eNet – Georgia Voter Registration System
- ENR – Election Night Reporting System
- EPDMS – Electronic Poll Book Data Management System
- EPoll – Electronic Poll Book
- eRFP – Request for Proposal
- GASOS – Georgia Secretary of State
- HAVA – Help America Vote Act
- LAN – Local Area Network
- MLSA – Master Level Service Agreement
- O.C.G.A. – The Official Code of Georgia Annotated
- PPS – Polling Place Scanner
- SDLC – Software Development Life Cycle
- SEB – State Election Board
- SLA – Service Level Agreement
- SOW – Statement of Work
- SVS – Statewide Voting System
- TDP – Technical Data Package
- UAT – User Acceptance Testing
- VVSG – Voluntary Voting System Guidelines

Please review the following terms:

- Absentee In-Person Voting (Advance Voting) – the time period set by law, three weeks before an election, whereby voters may cast an in-person absentee ballot.
- Agency Procurement Officer (“APO”) or Contracting Officer (“CO”) – any person who is authorized to take actions on behalf of the State Entity: to enter into a contract, amend, modify, or deviate from the contract terms, conditions, requirements and specifications; terminate the contract for convenience or default; to issue final decisions regarding contract questions or matters under dispute. The APO or CO may delegate certain responsibilities to his or her authorized representative.
- Contract – the Contract awarded to a successful Supplier pursuant to this eRFP.
- Contract Administration – the management of actions taken to assure compliance with the terms of the contract after award.
- Contracting Officer Administrative Representative – any person designated to assist in the administration of the contract, or to assist the APO/CO in the discharge of his/her duties.

- Electronic Poll Book (“EPoll”) – combination of hardware and software that allows election officials to review and maintain voter registration information including voter lookup, verification, identification, precinct assignment, and ballot assignment.
- General Election – Election usually held the first Tuesday after the first Monday in November where candidates are elected to office.
- Supplier – an entity that submits a proposal to this eRFP.
- Optical Scan Ballots – marked paper ballots to be read by an optical or digital scanner to tabulate results.
- Overvote – a casting of more selections per race or ballot issue than allowed.
- Polling Place – designated voting facility where citizens cast ballots.
- Precinct – geographical area established in accordance with O.C.G.A. Title 21, within which all electors vote at one polling place.
- Primary Election – election held to narrow the field of candidates for the general election.
- Provisional Ballot – ballot that allows a voter whose name does not appear on the precinct elector’s list of registered voters to cast a ballot. Said ballot is not added to other voted ballots until it is determined by local election officials whether the individual was properly registered to vote in the election in question or not.
- Supplier(s) – companies desiring to do business with the state of Georgia.
- State Entity or Georgia Secretary of State (“GASOS”) – the governmental entity identified in Section 1.1 “Purpose of Procurement” of this eRFP.
- Undervote – a failure to register the maximum allowed number of selections for a race or ballot issue.
- Voter Verifiable Paper Record – paper ballot that the voter can read, prepared by the voter for the purpose of being read by an optical or digital scanner.
- Voting System – the totality of the components needed to fulfill the requirements of this eRFP for the in-person and absentee casting and tabulating of ballots.
- Warranty – a written guarantee issued to the purchaser of an item by its Supplier promising to repair or replace it if necessary within a specified period of time.

ATTACHMENT C – BACKGROUND AND SCOPE OF WORK**BACKGROUND**

Following the 2000 presidential election in the United States and the ensuing controversy surrounding issues of balloting, then Secretary of State Cathy Cox led the effort to replace the multiple voting systems in use in 159 counties with a uniform solution (the same voting equipment and procedures statewide).

While the current Diebold Direct Recording Electronic (“DRE”) machines deployed in 2002 have given good service to the state, they are reaching the end of their useful life. Additionally, citizens in Georgia and across the nation have become increasingly concerned with election security. Both federal and state officials have been facing questions as to whether DRE machines, as well as other components of Georgia’s voting system, could be compromised. There is not now, or has there ever been, any evidence that Georgia’s voting system has been compromised, or that it has done anything but accurately count the legal votes of citizens who participate in the election process.

In 2017, the Georgia House of Representatives’ Science and Technology Committee (“STC”) held two meetings to discuss the future of Georgia’s voting equipment and overall system. In the first meeting, the Elections Director from the Secretary of State’s Office explained that the current system has worked well, but that Georgia should set a goal of replacing the system by the 2020 election cycle. The second meeting of the STC on this issue included demonstrations of some of the newest solutions available on the market.

The 2018 legislative session saw two bills introduced that were intended to modernize and update Georgia’s voting system and election code: House Bill 680 and Senate Bill 403. While neither of these bills passed, they increased discussion and understanding of the issues involved and the necessity of replacing the existing system.

Following the 2018 legislative session, then Secretary of State Brian Kemp established the Secure, Accessible, & Fair Elections (SAFE) Commission to examine the options for Georgia’s next voting system. The SAFE Commission’s mission was to thoroughly study and discuss all options for Georgia’s next voting system, with a focus on security, transparency, voter experience, accessibility and inclusion, voters’ ability to adjust to and use a new system, and election officials’ ability to adapt to a new system quickly and accurately.

The SAFE Commission’s final report made a series of recommendations that the Georgia General Assembly has used to outline a new Statewide Voting System that includes these major aspects:

1. Georgia should adopt a voting system with a verifiable paper vote record. Every effort should be made to implement this system statewide in time for the 2020 election cycle. The system should create an auditable paper record that the voter has an opportunity to review before casting. Rules should be put in place ensuring a rigorous chain of custody for these paper records, as are in place now for security of paper ballots and memory cards.
2. Georgia should remain a uniform system state, with each county using the same equipment that is initially provided by the state.
3. The implementation of a new system should include a training plan and budget to educate both voters and county election officials.
4. Any new system should ensure that disabled voters have the same opportunity for access and participation as other voters in accordance with the Help America Vote Act (“HAVA”) and the Americans with Disabilities Act (“ADA”). Any new system should be certified by the U.S. Election Assistance Commission (“EAC”).
5. Georgia’s new voting system should include new vote casting devices, new scanners, and new electronic poll books. There should be paper backups for each of these systems to the extent possible, including paper registered voter lists and ballots. For each new type of hardware,

steps should be taken to ensure both security and functionality. Any new hardware or software needs to be compatible with Georgia's existing Voter Registration System.

6. Given Georgia's history as a state that uses DREs and the familiarity of voters and election officials with this method of vote casting, Georgia should move to a primarily ballot marking device solution with verifiable paper ballots.
7. Georgia should require post-election, pre-certification audits.

Building upon the foundation laid in the 2018 legislative session and the guidance from the SAFE Commission's final report, House Bill 316 was introduced in the 2019 legislative session to authorize the purchase of a new voting system. HB 316 requires that in-person voting be conducted on ballot marking devices that print a voter handled verifiable paper ballot. It also requires that any new voting system be certified by the U.S. Election Assistance Commission. HB 316 passed the Georgia General Assembly on March 14, 2019.

With these directions from the Georgia General Assembly, the State Entity is releasing this Statewide Voting System eRFP.

Statistics

Polling Places: Approximately 2,364

Registered Voters: Approximately 7,060,000 (93% Active Status; 7% Inactive Status)

Ballots Cast in November 2016 General Election: 4,165,405

Ballots Cast in November 2018 General Election: 3,949,905

2018 General Election Turnout Breakdown:

- 46.03% of Electors Voted on Election Day
- 47.99% of Electors Voted During Absentee In-Person Voting (Advance Voting)
- 5.67% of Electors Voted Absentee by Mail
- 0.31% of Electors Voted Provisionally

2016 General Election Turnout Breakdown:

- 41.20% of Electors Voted on Election Day
- 53.54% of Electors Voted During Absentee In-Person Voting (Advance Voting)
- 5.07% of Electors Voted Absentee by Mail
- 0.19% of Electors Voted Provisionally

Election Structure

State law provides for a uniform voting system where every county uses the same type of voting equipment. Georgia has 159 counties and 159 election superintendents who run elections for each respective county. The GASOS maintains the Voter Registration System ("eNet"), builds ballots for each federal, state, and county election, and creates Electronic Poll Book ("EPoll") files.

Georgia has four methods of voting: absentee by mail voting using optical scan paper ballots, absentee in-person voting (three weeks of advance voting), provisional ballot voting, and Election Day voting. During absentee in-person voting, voters are able to vote in any advance voting location in their county, and on Election Day, voters must vote at their assigned polling place.

Federal, state, and county elections are held in even-numbered years. For partisan offices, there is a general primary and a general election. In order to win a primary, general, or special election in Georgia, a candidate must receive a majority of the votes cast for that office. If no candidate receives a majority of votes cast, a runoff election is held between the candidates with the two highest number of votes. Non-

partisan and judicial elections occur simultaneously and on the same ballot as the primaries in even-numbered years. Municipal elections usually occur in November of odd-numbered years, but some are held in even-numbered years.

SCOPE OF WORK

Overall Areas of Content to Emphasize in Responses

The more specifics and information each Supplier provides will better enable the State Entity's evaluation team to carry out its scoring and analysis. It is important to understand the overall intent of each section of the eRFP to ensure responses comply with the State Entity's requirements and show the overall experience that each Supplier can deliver.

A. Solution Requirements

1. The proposed SVS must have the functionality to support all 159 counties that will use the same equipment, software, and processes for creating, collecting, and tabulating votes. At a minimum, the proposed solution must be able to collect the following inputs and produce the following outputs:
 - Inputs
 - Contests to be voted on
 - Candidates or questions for each contest
 - District combos (define district-specific races for each specific voter)
 - Eligible voters
 - Outputs
 - Ballots
 - Election results
 - Voter participation and turnout
2. All other requirements to produce, maintain, and manage the SVS are included in the overall requirements of the eRFP. These include but are not limited to:
 - ADA accessibility
 - Application for creating ballots
 - Application for creating poll book datasets
 - Ballot Marking Devices ("BMDs") - ballot display and printing solutions
 - Electronic Poll Books ("EPolls")
 - Secure polling place ballot storage solution
 - Ballot counting solution
 - Application for result consolidation
 - Equipment for moving and storage of voting equipment and poll books
 - Training
 - User manuals and documentation
3. In-person (absentee in-person and Election Day) voting will be conducted solely with Ballot Marking Devices to mark ballots. Ballots marked using BMDs will be scanned and deposited into a secure ballot box. Provisional ballots will be available as required by law. To meet this requirement, the Supplier must deliver, during the first quarter of 2020, a minimum of:
 - Election Management System(s) ("EMS") needed for operation at the state level and 159 counties
 - Electronic Poll Book Data Management System(s) ("EPDMS") needed for operation at the state level and 159 counties

- 30,050 Ballot Marking Devices (“BMDs”)
- 8,000 Electronic Poll Books (“EPolls”)
- 3,665 Total Scanners (consisting of 3,500 Polling Place Scanners (“PPS”) and 165 Central Scanning Devices (“CSD”))
- All related hardware

4. Suppliers must provide definitions of the application programming interfaces (“APIs”) between the proposed SVS and external systems. These systems include:

- Voter Registration System (“eNet”)
- Election Management System (“EMS”)
- Election Night Reporting (“ENR”)

5. The interface should provide a system-to-system interface that does not require data manipulation or conversion by staff. Suppliers must define all data transfers that require secure storage media to bridge air-gap environments between eNet and the proposed SVS. Suppliers must also define data transfer processes for the following:

- Inputs
 - Contests to be voted on
 - Candidates or questions for each contest
 - District Combos (define district-specific races for each specific voter)
 - Eligible Voters
- Outputs
 - Ballots
 - Poll lists
 - Election results
 - Voter participation and turnout

6. Suppliers must identify all security measures utilized to secure data entering and leaving the proposed SVS. Suppliers must identify all security measures used to protect data between the proposed SVS applications in the air-gapped environment (EMS and EPDMS) and SVS applications outside of the air-gapped environment (EPolls, BMDs).

A. State Certification and Acceptance Testing

The proposed SVS must pass GASOS certification and acceptance testing. Acceptance testing is a state-executed examination of each component of the SVS before the component can be distributed by the Supplier to any local jurisdiction. If a component fails acceptance testing, the component cannot be forwarded to its assigned jurisdiction. The failed component is returned to the Supplier along with information outlining the reason for failure.

If a component passes acceptance testing, the component can then be delivered to the assigned jurisdiction with its testing documentation.

B. Staging and Delivery Requirements

1. The Supplier must secure and provide a distribution facility (or facilities) in the state of Georgia to complete any final assembly and testing of SVS components. The facility (or facilities) must be secure and accessible by GASOS personnel for acceptance testing of all units prior to distribution to the counties. The Supplier must also propose staffing in terms of full time equivalents (FTEs) and their available resources for assembly, testing, and distribution efforts given the compressed delivery schedules required for this proposal.

2. The Supplier should also propose and describe their plan to distribute equipment to the counties as part of their overall roll-out plan. The Supplier must design and describe the optimal plan of distribution, whether from one centralized distribution center or multiple regional distribution centers to cover delivery to all 159 counties and their secured facilities.

C. Company Background and Financial Capability

Suppliers must demonstrate stability and experience delivering similar projects to other customers by providing: case studies, references, company history, overall company resources, subcontractor or joint venture partner resources, previous experience implementing the proposed or similar solution with such subcontractor or joint venture partner, company organizational structure including number of employees/organizational chart, and the overall ability to execute this project. It is important to show company stability, sales levels, the necessary financial resources, and an overall ability to finance delivery, installation, buildout, implementation, support, maintenance, and all other requirements of the eRFP.

D. Hardware

Suppliers must provide specifications for equipment, equipment volume capacity (including all hardware required with the Supplier's system), any white papers, any environmental performance white papers, geographical locations where hardware is in use (including population numbers, density numbers, and customer experiences using the equipment). Provide overall system configurations and required equipment for each voting system or polling locations in exhibit form as well as a graphical description. Suppliers must also provide documented capability in all areas to ensure the ability to execute on this project deliverable.

E. Hardware Development

Each Supplier should describe its inventory on hand, inventory storage capacity, manufacturing capacity and ability to finance and deliver the state's necessary equipment levels. Suppliers should also include ability to deliver on future equipment enhancements, decommission current machines, and replace of hardware, excess inventory, and any specific advantages the Supplier may possess in delivering on this specific eRFP. For this and all key deliverables, Suppliers should include named resources and CVs for all key personnel including subcontractor or joint venture partner resources and previous experience implementing the proposed or similar solution with such subcontractor or joint venture partner.

F. Software Development

The Supplier should describe its company resources and financial commitment as a percentage of revenue, including overall development models, programming language and specifics, database modeling, lifecycle management, testing resources, and release management plan via white papers, models, and any other documentation to demonstrate domain expertise. For this and all key deliverables, include named resources and CVs for all key personnel including subcontractor or joint venture partner resources.

G. Consumables/Peripherals

It is important for the State Entity to understand the costs associated with peripherals and consumables for the proposed SVS and eventual purchase by local jurisdictions. Details should be provided for both equipment required peripherals and consumables with minimum unit pricing in a Master Services Level Agreement (MSLA); also be able to accommodate local jurisdiction aggregated purchases per Georgia law.

H. Security

The proposed SVS must ensure security and ballot secrecy for all forms of voting (absentee by mail, absentee in-person, and in-person on Election Day). Additionally, the proposed SVS must integrate with the State Entity's current Voter Registration System ("eNet") (Vendor: PCC Technology Group) and integrate with the State Entity's current Election Night Reporting system ("ENR") (Vendor: Scytl). In addition to these overall requirements, the proposed SVS must have the following core functions:

- Creation of the election ballot styles
- A method for distribution of all ballot styles
- Creation of electronic poll book datasets for the election
- A method for distributing poll book datasets
- A method for access and use of poll books at polling locations
- Methods for presenting correct ballot to voter
- A method for documenting the ballot results
- A method for provisional balloting
- A method for counting ballots
- A method for tabulating all results
- Produce state, county, precinct, district, precinct combo, and municipal results
- Security for protecting data integrity
- A solution for maintaining chain of custody of ballots throughout the election process

Suppliers must provide details as to the security of your company and equipment including supply chain and ownership. This security overview should include specific software and cyber defenses in design, manufacturing, functionality, and delivery of all components of the offering. This should also include physical security capabilities on each component of the offering as well as tamper-evident properties of all aspects of the offering.

I. Implementation Plan

For the purposes of this eRFP, the Supplier's preliminary plan and estimates for delivery are to be in a phased roll-out as a pilot project and then a full roll-out to all counties.

Phase 1 will be the full inventory distribution and necessary training of up to ten (10) counties selected by GASOS to participate in a pilot project to be executed in November 2019. The pilot equipment will be used in any associated November 2019 election scheduled for the selected counties.

Phase 2 will be broken into two parts. Phase 2 – Part 1 will be distributing a minimum of five (5) BMD, two (2) PPS, and one (1) EMS computer to each county (159). These components will facilitate election official and poll worker training activities. Phase 2 – Part 2 will be the full distribution of all equipment to the counties including training. Phase 2 – Parts 1 and 2 will begin after the distribution of equipment to the counties participating in the scheduled pilot project in November 2019.

Completion of Phase 2 – Part 1 will be completed by end of the fourth quarter of 2019 (December 31, 2019). Completion of Phase 2 – Part 2 will be completed prior to the end of the first quarter of 2020 (March 31, 2020).

Suppliers should include detailed plans to demonstrate domain and project management expertise for the delivery and execution of the proposed SVS.

It is important that each Supplier's response to the eRFP display its company resources, project plans, implementation strategy including physical logistics and the overall ability to provide the necessary support to deliver this project to all 159 counties. Detailed project plans and project approaches for this and similar projects are important to the assessment. For this and all key deliverables, Suppliers should

include named resources and CVs for all key personnel including subcontractor or joint venture partner resources.

J. Support

Suppliers must provide details for any additional support the Supplier will provide to supplement GASOS resources and counties, including replacement units and system parts, ballot building capability, call center resources, ticketing systems, Service Level Agreements (SLA), and any other core competencies the Supplier can offer to ensure project success with named resources and CVs for all key personnel.

K. Training

Suppliers must provide details for the training support the Supplier will provide to supplement GASOS and county resources. Include call center resources, staff training, training materials, and any other core competencies the Supplier would include in its eRFP response in order to ensure project success. For this and all key deliverables, include named resources and CVs for all key personnel including subcontractor resources.

L. Ease of Use

Suppliers must provide and demonstrate customer experiences via referrals and specific case studies or white papers including access, special features, and any other customer feedback that give the Supplier specific advantages over other voting equipment solutions.



ATTACHMENT G
LITIGATION AND DEFAULT

List all litigation, contract breaches, and events of default you have been a party to in the past ten years.					
REF #	CUSTOMER NAME	DATE	LITIGATION	CONTRACT BREACHES	DEFAULTS
1			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
2			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
3			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
4			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
5			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
6			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
7			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
8			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
9			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
10			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>



ATTACHMENT H

REFERENCES

Provide a list of current and past clients that demonstrate successful implementation of a similar voting system solution to the proposed SVS, including ones of a similar size and scope to this eRFP. Does the GASOS have your permission to contact any current, past, or prospective customers to discuss their experience with your company?

REF #	CLIENT	VOTING SYSTEM SOLUTION?	SIMILAR SIZE AND SCOPE?	CURRENT OR PAST?	PERMISSION TO CONTACT?
1				CURRENT <input type="checkbox"/> PAST <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
2				CURRENT <input type="checkbox"/> PAST <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
3				CURRENT <input type="checkbox"/> PAST <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
4				CURRENT <input type="checkbox"/> PAST <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
5				CURRENT <input type="checkbox"/> PAST <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

Vendor:

Attachment I - Election Management System

2. Election Management System (EMS)	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.?) (DO NOT INCLUDE COST)
Describe all answers regarding your EMS solution. The proposed EMS solution shall:			

Election Data Set Control Capabilities			
a. Allow state administrators to establish different levels of user permissions within each election database generated.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
b. Permit county-level users access to the EMS application without requiring administrative privileges to the operating system.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
c. Require all users to have unique login credentials including but not limited to a unique username and unique password.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
d. Secure ballot layout and election configuration data to prevent unauthorized modification or copying of such data.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Data Import Capabilities			
a. Candidate names to appear on ballot	YES <input type="checkbox"/> NO <input type="checkbox"/>		
b. Candidate names to appear on election reports	YES <input type="checkbox"/> NO <input type="checkbox"/>		
c. Candidate names sequence on the ballot	YES <input type="checkbox"/> NO <input type="checkbox"/>		
d. Candidate names to appear by political party/body affiliation of each candidate	YES <input type="checkbox"/> NO <input type="checkbox"/>		
e. Political party sequence on the ballot	YES <input type="checkbox"/> NO <input type="checkbox"/>		
f. Incumbency status of each candidate	YES <input type="checkbox"/> NO <input type="checkbox"/>		
g. Candidate export codes (for election night reporting purposes)	YES <input type="checkbox"/> NO <input type="checkbox"/>		
h. Election ID	YES <input type="checkbox"/> NO <input type="checkbox"/>		
i. Contested office	YES <input type="checkbox"/> NO <input type="checkbox"/>		
j. Contest export codes (for election night reporting purposes)	YES <input type="checkbox"/> NO <input type="checkbox"/>		

Vendor:

Attachment I - Election Management System

2. Election Management System (EMS)	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.?) (DO NOT INCLUDE COST)
k. County name	YES <input type="checkbox"/> NO <input type="checkbox"/>		
l. Precinct name	YES <input type="checkbox"/> NO <input type="checkbox"/>		
m. Polling place name and address	YES <input type="checkbox"/> NO <input type="checkbox"/>		
n. Polling place ID	YES <input type="checkbox"/> NO <input type="checkbox"/>		
o. Political districts	YES <input type="checkbox"/> NO <input type="checkbox"/>		
p. District combination values	YES <input type="checkbox"/> NO <input type="checkbox"/>		
q. Political parties	YES <input type="checkbox"/> NO <input type="checkbox"/>		
r. Vote for 1 or vote for many	YES <input type="checkbox"/> NO <input type="checkbox"/>		
s. District combination value	YES <input type="checkbox"/> NO <input type="checkbox"/>		
t. Precinct	YES <input type="checkbox"/> NO <input type="checkbox"/>		
u. Polling place	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Audio Input Capabilities			
a. Accept imports of audio files required for audio ballot as single files or as a bundle of audio files.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
b. Provide a text-to-speech process for generating necessary audio files with the ability to edit and correct pronunciation when necessary.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
c. Support audio files in any of the following formats: .wav, mp3, .avi, or .mpg.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Election Dataset Editing			
a. Allow manual data entry of election database information.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
b. Allow manual adjustment of ballot layout (both for printed ballots and ballots displayed by ballot marking devices (BMD)).	YES <input type="checkbox"/> NO <input type="checkbox"/>		

Vendor:

Attachment I - Election Management System

2. Election Management System (EMS)	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.?) (DO NOT INCLUDE COST)
<p>Describe all answers regarding your EMS solution. The proposed EMS solution shall:</p>			
c. Allow the layout of pre-printed and/or ballot on demand printed ballots to be one (1), two (2), three (3), or four (4) columns.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
d. The EMS needs to be able to allow the ballot builder to configure the ballot to take advantage of the whole piece of paper.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
e. Allow changes to font sizes and style.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
f. Allow for creation of two-side and multi-page ballots.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Ballot Length Capabilities			
a. 11 inches	YES <input type="checkbox"/> NO <input type="checkbox"/>		
b. 14 inches	YES <input type="checkbox"/> NO <input type="checkbox"/>		
c. 17 inches	YES <input type="checkbox"/> NO <input type="checkbox"/>		
d. 18 inches	YES <input type="checkbox"/> NO <input type="checkbox"/>		
e. Other Sizes	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Ballot Formatting Capabilities			
a. Be capable of providing ballot headers and instructions in both the pre-printed ballot and ballot marking device formats.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
b. Allow for shading in various areas of the optical scan ballot (i.e., ballot headers and contests headers).	YES <input type="checkbox"/> NO <input type="checkbox"/>		
c. Allow for ballot headers and contest headers to be in specific colors when displayed by a BMD.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
d. Be capable of establishing the number of write-in candidate options for a given contest (e.g., if a contest is a vote for two, then regardless of the number of qualified candidates, there must also be two write-in candidate lines on the ballot).	YES <input type="checkbox"/> NO <input type="checkbox"/>		

Vendor:

Attachment I - Election Management System

2. Election Management System (EMS)	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.?) (DO NOT INCLUDE COST)
Describe all answers regarding your EMS solution. The proposed EMS solution shall:			

Ballot Proofing and Sample Ballot Production Capabilities			
a. Be capable of presenting the generated ballot styles in multiple languages. Specify what languages the EMS, PPS, CSD, and BMD can manage.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
b. Be capable of producing and exporting, via removable media, PDF images of all ballot styles per precinct for proofing purposes.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
c. Be capable of producing and exporting, via removable media, PDF images of all ballot styles for the specific election for sample ballot purposes.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
d. Be capable of producing and exporting, via removable media, PDF images of consolidated ballots for jurisdictions containing all contests and questions for the given election or primary.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
e. Be able to copy and edit a previously configured election database.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Election Dataset			
a. Allow authorized users to create newly defined ballot layouts to facilitate error-free definition of ballot layouts for BMD and CSD (e.g. the system should have the capability to report discrepancies between ballot layouts).	YES <input type="checkbox"/> NO <input type="checkbox"/>		
b. Maintain a printable audit report of activities within the database that can be organized by various factors (i.e., timestamp, user, etc.).	YES <input type="checkbox"/> NO <input type="checkbox"/>		
c. Encrypt election configuration and ballot layout data to be transferred from EMS to BMD, PPS, and CSD.	YES <input type="checkbox"/> NO <input type="checkbox"/>		

Vendor:

Attachment I - Election Management System

2. Election Management System (EMS)	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.?) (DO NOT INCLUDE COST)
Describe all answers regarding your EMS solution. The proposed EMS solution shall:			

d. Allow encrypted election configuration and ballot layout data to be exported from the EMS to the proposed BMD, PPS, and CSD through removable memory devices.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
e. Provide an account of number of encrypted removable memory devices prepared for a given election.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
f. Be capable of producing a report, at any point in the process, showing which encrypted, portable removable memory devices have been uploaded to the EMS, and which have not been uploaded to the EMS.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
g. Allow authorized users to display on-screen status (i.e., uploaded or not) of encrypted, portable removable memory devices created by the EMS for use in BMD, PPS, and CSD.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
h. Allow encrypted election data collected by PPS and CSD to be imported through removable memory devices.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
i. Only allow upload results from encrypted removable memory devices keyed to the specific current election.	YES <input type="checkbox"/> NO <input type="checkbox"/>		

Tabulation and Result Reporting Capabilities			
a. Jurisdiction	YES <input type="checkbox"/> NO <input type="checkbox"/>		
b. District	YES <input type="checkbox"/> NO <input type="checkbox"/>		
c. Polling Place	YES <input type="checkbox"/> NO <input type="checkbox"/>		
d. Precinct	YES <input type="checkbox"/> NO <input type="checkbox"/>		
e. District Combination within Precinct	YES <input type="checkbox"/> NO <input type="checkbox"/>		
f. Voting Type (i.e., Election Day, Absentee In-Person, Absentee by Mail, Provisional)	YES <input type="checkbox"/> NO <input type="checkbox"/>		

Vendor:

Attachment I - Election Management System

2. Election Management System (EMS)	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.?) (DO NOT INCLUDE COST)
<p>Describe all answers regarding your EMS solution. The proposed EMS solution shall:</p>			
<p>g. Permit the re-upload (updating of previous uploads) of election data collected by PPS and CSD.</p>			
Data Export Capabilities			
a. County code (159 Counties)	YES <input type="checkbox"/> NO <input type="checkbox"/>		
b. Contest code	YES <input type="checkbox"/> NO <input type="checkbox"/>		
c. Candidate code	YES <input type="checkbox"/> NO <input type="checkbox"/>		
d. Votes per candidate	YES <input type="checkbox"/> NO <input type="checkbox"/>		
e. Number of precincts	YES <input type="checkbox"/> NO <input type="checkbox"/>		
f. Number of precincts counted	YES <input type="checkbox"/> NO <input type="checkbox"/>		
g. Registered Voters	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Election Dataset Retention Capabilities			
a. Save an election database with election results on removable storage media for election retention purposes.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
b. Be capable to retaining, maintaining, and reloading, when necessary, configurations and data from previous elections.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
c. Allow authorized users the ability to electronically adjudicate ballots scanned and collected from PPS and CSD.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
d. Be capable of transferring election database and election results data to a redundant system in the event of a hardware or software failure.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
e. Be capable of exporting election results data in multiple widely used data formats including .mdb, .xls, .pdf, .xml, .html, .csv, .doc, and .txt.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Report Capabilities			

Vendor:

Attachment I - Election Management System

2. Election Management System (EMS)	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.?) (DO NOT INCLUDE COST)
Describe all answers regarding your EMS solution. The proposed EMS solution shall:			

a. Be capable of producing all reports on standard letter size paper (8.5 by 11 inches).	YES <input type="checkbox"/> NO <input type="checkbox"/>		
b. Election name and date	YES <input type="checkbox"/> NO <input type="checkbox"/>		
c. Name of each contest within the election	YES <input type="checkbox"/> NO <input type="checkbox"/>		
d. Name of each candidate or option per contest	YES <input type="checkbox"/> NO <input type="checkbox"/>		
e. Party affiliation of each contest and/or candidate	YES <input type="checkbox"/> NO <input type="checkbox"/>		
f. Incumbency status, if applicable	YES <input type="checkbox"/> NO <input type="checkbox"/>		
g. Number of ballots cast	YES <input type="checkbox"/> NO <input type="checkbox"/>		
h. Number of votes counted per contest	YES <input type="checkbox"/> NO <input type="checkbox"/>		
i. Number of votes per candidate or option	YES <input type="checkbox"/> NO <input type="checkbox"/>		
j. Number of votes per candidate or option by category (i.e., Election Day, Absentee In-Person, Absentee by Mail, Provisional, etc.)	YES <input type="checkbox"/> NO <input type="checkbox"/>		
k. Number of precincts	YES <input type="checkbox"/> NO <input type="checkbox"/>		
l. Number of precincts reporting	YES <input type="checkbox"/> NO <input type="checkbox"/>		
m. Number of registered voters	YES <input type="checkbox"/> NO <input type="checkbox"/>		
n. Be capable of producing periodic unofficial and incomplete election summary results on election night without disrupting ongoing functions of the EMS.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
o. Be capable of generating election night export files for transmission to the GASOS without disrupting ongoing functions of the EMS.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
p. Be capable of generating a report that details precinct level results of all contests.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
q. Allow authorized users the ability to customize election summary reports (i.e., alter headers, alter counter groups and/or specific districts/precincts displayed).	YES <input type="checkbox"/> NO <input type="checkbox"/>		

Vendor:

Attachment I - Election Management System

2. Election Management System (EMS)	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.?) (DO NOT INCLUDE COST)
Describe all answers regarding your EMS solution. The proposed EMS solution shall:			

Narrative:

Vendor:

Attachment J - Polling Place Scanner

Polling Place Scanner (PPS)	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.) (DO NOT INCLUDE COST)
<p>Used in all polling places (Election Day and Absentee In-Person) for scanning, imaging, and tabulating ballots generated by a BMD, and for scanning, imaging, and tabulating Absentee by Mail and Provisional ballots (when needed), and conducting post-election audits.</p> <p>Describe all answers regarding your PPS solution. The proposed PPS solution shall:</p>			

Capabilities			
a. Allow for election configuration information loaded via encrypted removable memory device created by the EMS or through a direct connection to the EMS through a secured LAN.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
b. Provide ability for user to conduct pre-election testing on all functions of the PPS with the outputs of the testing stored both internally by the PPS and on the encrypted removable memory device loaded to the device, in addition being able to be printed by the device at the conclusion of pre-election testing.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
c. Be able to print all reports (pre-election, election, and post-election).	YES <input type="checkbox"/> NO <input type="checkbox"/>		
d. Utilize an on-board touchscreen interface to securely access the functionality of the device as required for pre-election setup, testing, election operational use (opening and closing of the polling place), and post-election use.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
e. Secure access to internal memory and removable memory components.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
f. Secure access to the ballot receptacle.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
g. Provide instructions to poll workers and voters through the on-board touchscreen interface.	YES <input type="checkbox"/> NO <input type="checkbox"/>		

Vendor:

Attachment J - Polling Place Scanner

Polling Place Scanner (PPS)	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.?) (DO NOT INCLUDE COST)
<p>Used in all polling places (Election Day and Absentee In-Person) for scanning, imaging, and tabulating ballots generated by a BMD, and for scanning, imaging, and tabulating Absentee by Mail and Provisional ballots (when needed), and conducting post-election audits.</p> <p>Describe all answers regarding your PPS solution. The proposed PPS solution shall:</p>			

h. Scan all ballot types (i.e., ballots generated by BMD, optical scan ballots printed on-demand or pre-printed).	YES <input type="checkbox"/> NO <input type="checkbox"/>		
i. Record and tabulate the voter selections from each ballot scanned.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
j. Record and tabulate only those ballot styles specific to the current Election the PPS has been configured.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
k. Collect digital images of every ballot scanned.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
l. Scan ballots of the following lengths:			
• 11 inches	YES <input type="checkbox"/> NO <input type="checkbox"/>		
• 14 inches	YES <input type="checkbox"/> NO <input type="checkbox"/>		
• 17 inches	YES <input type="checkbox"/> NO <input type="checkbox"/>		
• 18 inches	YES <input type="checkbox"/> NO <input type="checkbox"/>		
• Other	YES <input type="checkbox"/> NO <input type="checkbox"/>		
m. Be capable of scanning one-sided ballots, two-sided ballots, and multi-page ballots while recording the event as one ballot cast.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
n. Accept ballots in any of the four possible orientations: top side up, top side down, header in first, footer in first.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
o. Scan and properly tabulate ballots cast and report the results collected back to the precinct and split-precinct level to which the ballots were associated.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
p. Maintain an audit log of each activity occurring on the PPS that includes at least the following:	YES <input type="checkbox"/> NO <input type="checkbox"/>		

Vendor:

Attachment J - Polling Place Scanner

Polling Place Scanner (PPS)	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.?) (DO NOT INCLUDE COST)
Used in all polling places (Election Day and Absentee In-Person) for scanning, imaging, and tabulating ballots generated by a BMD, and for scanning, imaging, and tabulating Absentee by Mail and Provisional ballots (when needed), and conducting post-election audits. Describe all answers regarding your PPS solution. The proposed PPS solution shall:			

<ul style="list-style-type: none"> • Date/time of the event 	YES <input type="checkbox"/> NO <input type="checkbox"/>		
<ul style="list-style-type: none"> • Description of event 	YES <input type="checkbox"/> NO <input type="checkbox"/>		
<ul style="list-style-type: none"> • Tabulation timestamps 	YES <input type="checkbox"/> NO <input type="checkbox"/>		
<ul style="list-style-type: none"> • Device serial number 	YES <input type="checkbox"/> NO <input type="checkbox"/>		
q. Recognize a ballot with overvotes or undervotes and further:			
<ul style="list-style-type: none"> • Provide visible message concerning the recognized condition on the on-board touchscreen. 	YES <input type="checkbox"/> NO <input type="checkbox"/>		
<ul style="list-style-type: none"> • Provide instructions to voter and/or poll worker on options to remediate or correct the condition. 	YES <input type="checkbox"/> NO <input type="checkbox"/>		
<ul style="list-style-type: none"> • Provide the option to override the message and cast the ballot as marked. 	YES <input type="checkbox"/> NO <input type="checkbox"/>		
r. Identify ballots that are not valid (e.g. voter issued incorrect ballot style, ballot unreadable) and further:			
<ul style="list-style-type: none"> • Provide visible message concerning the recognized condition on the on-board touchscreen. 	YES <input type="checkbox"/> NO <input type="checkbox"/>		
<ul style="list-style-type: none"> • Provide instructions to voter and/or poll worker on options to remediate or correct the condition. 	YES <input type="checkbox"/> NO <input type="checkbox"/>		
s. Record write-in selections when write-in options are part of the configured election.	YES <input type="checkbox"/> NO <input type="checkbox"/>		

Vendor:

Attachment J - Polling Place Scanner

Polling Place Scanner (PPS)	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.?)
<p>Used in all polling places (Election Day and Absentee In-Person) for scanning, imaging, and tabulating ballots generated by a BMD, and for scanning, imaging, and tabulating Absentee by Mail and Provisional ballots (when needed), and conducting post-election audits.</p> <p>Describe all answers regarding your PPS solution. The proposed PPS solution shall:</p>			(DO NOT INCLUDE COST)

t. Capture an image of the write-in name placed on the ballot when write-in options are part of the configured election.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
u. Tabulate results from ballots scanned.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
v. Print tabulated results from PPS once the election has been ended on the device.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
w. In the event of a power failure, be able to recover collected images and tabulations upon restoration of power.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
x. Retain tabulated results from ballots scanned to redundant memory locations on the device, one location being the encrypted, removable media device created by the EMS for the specific election.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
y. Retain collected digital images of every ballot scanned to redundant memory locations on the device, one location being the encrypted, removable media device created by the EMS for the specific election.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
z. Be capable of retrieving tabulated results and ballot images saved to the device's internal memory for the specific election, if the encrypted, removable media device becomes damaged or unreadable.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
aa. Securely transfer information collected by the PPS back to the EMS using the encrypted, removable device or	YES <input type="checkbox"/> NO <input type="checkbox"/>		

Vendor:

Attachment J - Polling Place Scanner

Polling Place Scanner (PPS)	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.?) (DO NOT INCLUDE COST)
<p>Used in all polling places (Election Day and Absentee In-Person) for scanning, imaging, and tabulating ballots generated by a BMD, and for scanning, imaging, and tabulating Absentee by Mail and Provisional ballots (when needed), and conducting post-election audits.</p> <p>Describe all answers regarding your PPS solution. The proposed PPS solution shall:</p>			

through direct connection to the EMS through a secured LAN.			
bb. Operate on standard 110/120V AC power.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
cc. Contain an internal backup power supply that in the event of a power failure permits the device to continue normal operation for a minimum of two (2) continuous hours.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
dd. Maintain and display a visible public count of the total number of ballots scanned since the election opened.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
ee. Display the device's serial number both physically and within any applicable software, logs, or reports.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
ff. Provide the physical dimensions of the secured ballot receptacle to which the PPS would be attached during an election.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
gg. Be capable of withstanding frequent loading and unloading, stacking and unstacking, assembling, disassembling, reassembling, and other routine handling in the course of normal storage, and distribution to and from polling locations.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
hh. Continually conduct internal system diagnostics while in use and immediately report issues on the touchscreen interface	YES <input type="checkbox"/> NO <input type="checkbox"/>		

Vendor:

Attachment J - Polling Place Scanner

Polling Place Scanner (PPS)	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.?) (DO NOT INCLUDE COST)
<p>Used in all polling places (Election Day and Absentee In-Person) for scanning, imaging, and tabulating ballots generated by a BMD, and for scanning, imaging, and tabulating Absentee by Mail and Provisional ballots (when needed), and conducting post-election audits.</p> <p>Describe all answers regarding your PPS solution. The proposed PPS solution shall:</p>			

ii. Describe the recommended storage conditions for the proposed solution.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
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Vendor:

Attachment J - Polling Place Scanner

Polling Place Scanner (PPS)	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.?) (DO NOT INCLUDE COST)
<p>Used in all polling places (Election Day and Absentee In-Person) for scanning, imaging, and tabulating ballots generated by a BMD, and for scanning, imaging, and tabulating Absentee by Mail and Provisional ballots (when needed), and conducting post-election audits.</p> <p>Describe all answers regarding your PPS solution. The proposed PPS solution shall:</p>			

Narrative:

Vendor:

Attachment K - Central Scanning Device

1. Central Scanning Device (CSD) – Used for scanning, imaging, and tabulating optical scan ballots, ballots generated from a BMD, and conducting post-election audits. Describe all answers regarding your CSD solution. The proposed CSD solution shall:	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.?) (DO NOT INCLUDE COST)
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Capabilities			
a. Allow election configuration information loaded via encrypted, removable memory devices created by the EMS or through direct a connection to the EMS through a secure LAN.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
b. Must provide ability for user to conduct pre-election testing on all functions of the CSD with the outputs of the testing stored both internally and to the encrypted, removable memory device loaded.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
c. Be capable of producing a printable report detailing the results of any testing executed on the device.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
d. Provide a user interface to securely access the functionality of the device as required for pre-election setup and testing, election operational use, and post-election use.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
e. Display instructions to the user through the user interface.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
f. Scan all ballot types.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
g. Record and tabulate the voter selections from each ballot scanned.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
h. Record and tabulate only those ballot styles specific to the current election for which the CSD has been configured.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
i. Collect digital images of every ballot scanned.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
j. Scan ballots of the following lengths:	YES <input type="checkbox"/> NO <input type="checkbox"/>		

Vendor:

Attachment K - Central Scanning Device

1. Central Scanning Device (CSD) – Used for scanning, imaging, and tabulating optical scan ballots, ballots generated from a BMD, and conducting post-election audits. Describe all answers regarding your CSD solution. The proposed CSD solution shall:	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.?) (DO NOT INCLUDE COST)
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• 11 inches	YES <input type="checkbox"/> NO <input type="checkbox"/>		
• 14 inches	YES <input type="checkbox"/> NO <input type="checkbox"/>		
• 17 inches	YES <input type="checkbox"/> NO <input type="checkbox"/>		
• 18 inches	YES <input type="checkbox"/> NO <input type="checkbox"/>		
• Other	YES <input type="checkbox"/> NO <input type="checkbox"/>		
k. Be capable of scanning one-sided ballots, two-sided ballots, and multi-page ballots while recording the event as one ballot cast.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
l. Accept ballots in any of the four possible orientations: top side up, top side down, header in first, footer in first.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
m. Be capable of batch feeding and scanning of ballots from a feed tray until the tray is empty.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
n. Maintain an audit log of each activity occurring on the CSD that includes at least the following:	YES <input type="checkbox"/> NO <input type="checkbox"/>		
• Date/time of the event	YES <input type="checkbox"/> NO <input type="checkbox"/>		
• Description of event	YES <input type="checkbox"/> NO <input type="checkbox"/>		
• Tabulation timestamps	YES <input type="checkbox"/> NO <input type="checkbox"/>		
• Device serial number	YES <input type="checkbox"/> NO <input type="checkbox"/>		
o. Be capable of identifying ballots containing overvotes and batching those ballots for review.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
p. Be capable of identifying ballots containing undervotes and batching those ballots for review.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
q. Be capable of identifying ballots containing write-in selections and batching those ballots for review.	YES <input type="checkbox"/> NO <input type="checkbox"/>		

Vendor:

Attachment K - Central Scanning Device

<p>1. Central Scanning Device (CSD) – Used for scanning, imaging, and tabulating optical scan ballots, ballots generated from a BMD, and conducting post-election audits.</p> <p>Describe all answers regarding your CSD solution. The proposed CSD solution shall:</p>	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.?) (DO NOT INCLUDE COST)
r. Identify ballots that are not valid, and do not collect information from these ballots. Batch those ballots for review.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
s. Capture an image of the write-in name placed on the ballot when write-in options are part of the configured election.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
t. Scan and properly tabulate ballots cast and report the results collected back to the precinct and split-precinct level to which the ballots were associated.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
u. In the event of a power failure, be able to recover collected images and tabulations upon restoration of power.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
v. Retain tabulated results from ballots scanned to redundant memory locations on the device, one location being the encrypted, removable media device created by the EMS for the specific election.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
w. Retain collected digital images of every ballot scanned to redundant memory locations on the device, one location being the encrypted, removable media device created by the EMS for the specific election.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
x. Be capable of producing a printable report detailing the results tabulated by the device.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
y. Be capable of producing a printable report detailing the results tabulated by batch on the device.	YES <input type="checkbox"/> NO <input type="checkbox"/>		

Vendor:

Attachment K - Central Scanning Device

<p>1. Central Scanning Device (CSD) – Used for scanning, imaging, and tabulating optical scan ballots, ballots generated from a BMD, and conducting post-election audits.</p> <p>Describe all answers regarding your CSD solution. The proposed CSD solution shall:</p>	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.?) (DO NOT INCLUDE COST)
z. Securely encrypt the tabulated results from the device and securely send via encrypted, removable memory device, or a secure Local Area Network (LAN) to the EMS.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
aa. Maintain and display while scanning ballots a visible numeric count of the total number of ballots scanned since the scanning was initiated.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
bb. Operate on standard 110/120 V AC power	YES <input type="checkbox"/> NO <input type="checkbox"/>		
cc. Display the device's serial number both physically and within any applicable software, logs, or reports.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
dd. Allow authorized users to re-run a batch or batches of ballots, if necessary, without affecting previously tabulated results.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
ee. Allow authorized users the ability to remove saved ballot batches from the device.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
ff. Identify and batch, for adjudication, ballots that cannot be read or read as blank.	YES <input type="checkbox"/> NO <input type="checkbox"/>		

Vendor:

Attachment K - Central Scanning Device

<p>1. Central Scanning Device (CSD) – Used for scanning, imaging, and tabulating optical scan ballots, ballots generated from a BMD, and conducting post-election audits.</p> <p>Describe all answers regarding your CSD solution. The proposed CSD solution shall:</p>	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.?) (DO NOT INCLUDE COST)
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Narrative:

Vendor:

Attachment L - Ballot Marking Device

Ballot Marking Device (BMD) For use in polling places (Election Day and Absentee In-Person voting) by voters to prepare the ballot that will be scanned, imaged, and tabulated. Describe all answers regarding your BMD solution. The proposed BMD solution shall:	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.?) (DO NOT INCLUDE COST)
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Capabilities			
a. Load election configuration information via encrypted removable memory devices created by the EMS or through a direct connection to the EMS through a secure LAN.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
b. Provide ability for user to conduct pre-election testing on all functions of the BMD with outputs of the testing stored internally by the BMD or to the encrypted, removable memory device loaded to the device.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
c. Utilize a touchscreen interface to securely access the functionality of the device as required for pre-election setup and testing, election operational use (opening and closing of the polling place), and post-election use.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
d. Have secure access to internal memory and removable memory components.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
e. Utilize a touchscreen interface for viewing, navigating, and marking displayed ballot.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
f. Describe how the voter accesses the ballot on the BMD.	Describe.		
g. Describe the look and feel of the BMD User Interface.	Describe.		
h. Give the voter the ability to select desired language in which to view, navigate, and mark the displayed ballot.	YES <input type="checkbox"/> NO <input type="checkbox"/>		

Vendor:

Attachment L - Ballot Marking Device

Ballot Marking Device (BMD) For use in polling places (Election Day and Absentee In-Person voting) by voters to prepare the ballot that will be scanned, imaged, and tabulated. Describe all answers regarding your BMD solution. The proposed BMD solution shall:	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.?) (DO NOT INCLUDE COST)
i. Give the voter the ability to magnify the display on the touchscreen interface.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
j. Give the voter the ability to adjust the contrast of the display on the touchscreen interface.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
k. Give the voter the ability to access, navigate, and mark an audio-assisted ballot without direct assistance from a poll worker.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
l. Produce a physical, voter-handled ballot containing the voter's selections from the marks made while viewing and navigating the displayed ballot on the BMD that can be scanned, imaged, and tabulated by the PPS and/or CSD.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
m. The physical, voter-handled ballot produced by the BMD must be marked in a manner that does not fade, smear, or degrade, when stored properly, over a 22-month period of time that begins upon the certification of the election. Describe your ability to meet this requirement.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
n. Contain an internal backup power supply that, in the event of a power failure, permits the device to continue normal operation for a minimum of two (2) continuous hours.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
o. Be capable of withstanding frequent loading and unloading, stacking and unstacking, assembling, disassembling, reassembling, and other routine	YES <input type="checkbox"/> NO <input type="checkbox"/>		

Vendor:

Attachment L - Ballot Marking Device

Ballot Marking Device (BMD) For use in polling places (Election Day and Absentee In-Person voting) by voters to prepare the ballot that will be scanned, imaged, and tabulated. Describe all answers regarding your BMD solution. The proposed BMD solution shall:	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.?) (DO NOT INCLUDE COST)
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handling in the course of normal storage and distribution to and from polling locations.			
p. Operate on standard 110/120 V AC Power	YES <input type="checkbox"/> NO <input type="checkbox"/>		
q. Maintain an audit log of each activity occurring on the BMD that includes at least the following: <ul style="list-style-type: none">• Date/time of the event• Description of event• Timestamps• Device serial number	YES <input type="checkbox"/> NO <input type="checkbox"/>		
r. Continually conduct internal system diagnostics while in use and immediately report issues on the touchscreen interface.	YES <input type="checkbox"/> NO <input type="checkbox"/>		

Vendor:

Attachment L - Ballot Marking Device

Ballot Marking Device (BMD) For use in polling places (Election Day and Absentee In-Person voting) by voters to prepare the ballot that will be scanned, imaged, and tabulated. Describe all answers regarding your BMD solution. The proposed BMD solution shall:	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.?) (DO NOT INCLUDE COST)
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Narrative:

Vendor:

Attachment M - EPoll Data Management System

EPoll Data Management System (EPDMS) – Used to combine voter registration and election ballot data into an election-specific elector's list that powers the electronic poll book (EPoll) and provides each voter with the properly assigned ballot style.	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY
Describe all answers regarding your EPDMS solution. The EPDMS solution shall:		

Capabilities		
a. Accept imports of voter registration data from eNet on removable memory devices for the purposes of building an elector's list for any given election. The data transferred from eNet includes but is not limited to:	YES <input type="checkbox"/> NO <input type="checkbox"/>	
• Voter Name (First, Middle, Last, Suffix)	YES <input type="checkbox"/> NO <input type="checkbox"/>	
• Voter Street Address	YES <input type="checkbox"/> NO <input type="checkbox"/>	
• Voter City, State, Zip	YES <input type="checkbox"/> NO <input type="checkbox"/>	
• Driver License number	YES <input type="checkbox"/> NO <input type="checkbox"/>	
• Voter Registration ID	YES <input type="checkbox"/> NO <input type="checkbox"/>	
• Voter Status	YES <input type="checkbox"/> NO <input type="checkbox"/>	
• Assigned Precinct	YES <input type="checkbox"/> NO <input type="checkbox"/>	
• Assigned District Combination Value	YES <input type="checkbox"/> NO <input type="checkbox"/>	
• Assigned Polling Place	YES <input type="checkbox"/> NO <input type="checkbox"/>	
• Polling Place Street Address	YES <input type="checkbox"/> NO <input type="checkbox"/>	
• Polling Place City, State, Zip	YES <input type="checkbox"/> NO <input type="checkbox"/>	
• Absentee Status	YES <input type="checkbox"/> NO <input type="checkbox"/>	
b. Accept imports of election ballot data from the proposed EMS on removable memory devices for the purposes of building an elector's list for any given election. The data transferred from the	YES <input type="checkbox"/> NO <input type="checkbox"/>	

Vendor:

Attachment M - EPoll Data Management System

EPoll Data Management System (EPDMS) – Used to combine voter registration and election ballot data into an election-specific elector's list that powers the electronic poll book (EPoll) and provides each voter with the properly assigned ballot style. Describe all answers regarding your EPDMS solution. The EPDMS solution shall:	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY
proposed EMS is expected to include, but is not limited to: <ul style="list-style-type: none">• Precincts• Polling Places• District Combination Values• Ballot Styles <p>c. Generate reports that provide user guidance in the preparation of the elector's list.</p> <p>d. Generate and encrypt elector list data and update files that can be extracted using removable memory devices and transferred to the EPoll solution. Describe how encrypted files are transferred to and from EPoll solution.</p> <p>e. Collect activity or transaction logs generated by EPoll at the conclusion of the election.</p> <p>f. Use collected activity or transaction logs from EPoll to generate Numbered Lists of Voters in a format that can be securely transmitted to a jurisdiction and then printed locally.</p> <p>g. Use collected activity or transaction logs from EPoll to provide an update of voter history back to eNet.</p>	YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	

Vendor:

Attachment M - EPoll Data Management System

<p>EPoll Data Management System (EPDMS) – Used to combine voter registration and election ballot data into an election-specific elector's list that powers the electronic poll book (EPoll) and provides each voter with the properly assigned ballot style.</p> <p>Describe all answers regarding your EPDMS solution. The EPDMS solution shall:</p>	<p>CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED</p>	<p>KEY FUNCTIONALITY AND SYSTEM CAPABILITY</p>
<p>h. Describe the expected amount of time needed to complete a single dataset containing all voters and all ballot styles (7.1 million voters, with 159 election databases, with 3300 precincts).</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
<p>i. Be virtualized to run on GASOS and county virtual operating system (OS) environments.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	

Vendor:

Attachment M - EPoll Data Management System

<p>EPoll Data Management System (EPDMS) – Used to combine voter registration and election ballot data into an election-specific elector's list that powers the electronic poll book (EPoll) and provides each voter with the properly assigned ballot style.</p> <p>Describe all answers regarding your EPDMS solution. The EPDMS solution shall:</p>	<p>CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED</p>	<p>KEY FUNCTIONALITY AND SYSTEM CAPABILITY</p>
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Narrative:

Vendor:

Attachment N - Electronic Poll Book

Electronic Poll Book (EPoll)	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.?) (DO NOT INCLUDE COST)
Describe all answers regarding your EPoll solution. The proposed EPoll solution shall:			

Capabilities

a. Provide ability of user to conduct pre-election testing on all functions of the EPoll with the outputs of the testing stored internally by the EPoll or to the encrypted, removable memory device loaded to the device.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
b. Utilize a touchscreen interface to securely access the functionality of the device as required for pre-election setup and testing, election operational use, and post-election use.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
c. Has secure access to internal memory and removable memory components.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
d. Read and display encrypted data generated by the proposed EPDMS.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
e. Support polling place, precinct, countywide, and statewide voter lists and voter searches.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
f. Allow users to search for voter using various inputs; expected but not limited to:	YES <input type="checkbox"/> NO <input type="checkbox"/>		
• Name (Last, First, Middle, Suffix)	YES <input type="checkbox"/> NO <input type="checkbox"/>		
• Date of Birth	YES <input type="checkbox"/> NO <input type="checkbox"/>		
• Voter Registration ID Number	YES <input type="checkbox"/> NO <input type="checkbox"/>		
• Driver's License Number	YES <input type="checkbox"/> NO <input type="checkbox"/>		
g. Display the polling place address for any polling location in use for a given election.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
h. Allow multiple EPolls assigned to the same polling place to be networked to one another.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
i. Be secure from unauthorized access.	YES <input type="checkbox"/> NO <input type="checkbox"/>		

Vendor:

Attachment N - Electronic Poll Book

Electronic Poll Book (EPoll)	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.?) (DO NOT INCLUDE COST)
Describe all answers regarding your EPoll solution. The proposed EPoll solution shall:			

j. Display up-to-date Numbered List of Voters for the polling place to which the EPoll is assigned.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
k. Display current polling place information; expected but not limited to:	YES <input type="checkbox"/> NO <input type="checkbox"/>		
i. Number of Voters	YES <input type="checkbox"/> NO <input type="checkbox"/>		
ii. Number of Voters Issued Ballots	YES <input type="checkbox"/> NO <input type="checkbox"/>		
iii. Current Date/Time	YES <input type="checkbox"/> NO <input type="checkbox"/>		
iv. Poll Status	YES <input type="checkbox"/> NO <input type="checkbox"/>		
v. Connection Status with other EPolls	YES <input type="checkbox"/> NO <input type="checkbox"/>		
l. Enable media that directs the proposed BMD to display the selected voter's proper ballot style for the given election.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
m. Display the ballot style of the selected voter to the poll worker.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
n. Maintain an audit log of each activity occurring on the EPoll that includes at least the following:	YES <input type="checkbox"/> NO <input type="checkbox"/>		
i. Date/time of the event	YES <input type="checkbox"/> NO <input type="checkbox"/>		
ii. Description of event	YES <input type="checkbox"/> NO <input type="checkbox"/>		
iii. Timestamps	YES <input type="checkbox"/> NO <input type="checkbox"/>		
iv. Device serial number	YES <input type="checkbox"/> NO <input type="checkbox"/>		
o. Allow for use of barcode scanning to search elector's list (i.e., Georgia Driver's License Barcode).	YES <input type="checkbox"/> NO <input type="checkbox"/>		
p. Have activity records from EPoll extractable via encrypted, removable memory devices.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
q. Be capable of retrieving activity records saved to the device's internal memory for the specific election, if	YES <input type="checkbox"/> NO <input type="checkbox"/>		

Vendor:

Attachment N - Electronic Poll Book

Electronic Poll Book (EPoll)	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.?) (DO NOT INCLUDE COST)
Describe all answers regarding your EPoll solution. The proposed EPoll solution shall:			

the encrypted, removable media device becomes damaged, lost, or unreadable.			
r. Operate on standard 110/120V AC power.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
s. Contain an internal backup power supply that, in the event of a power failure, permits the device to continue normal operation for a minimum of two (2) continuous hours.	YES <input type="checkbox"/> NO <input type="checkbox"/>		

Vendor:

Attachment N - Electronic Poll Book

Electronic Poll Book (EPoll)	CONFIRM THAT CAPABILITY EXISTS AND IS ABLE TO BE DEMONSTRATED	KEY FUNCTIONALITY AND SYSTEM CAPABILITY	PROPOSED PRODUCT(S) AND METHOD OF CONTRACTING (license, sale, lease, subscription, etc.?) (DO NOT INCLUDE COST)
Describe all answers regarding your EPoll solution. The proposed EPoll solution shall:			

Narrative:



ATTACHMENT P

Supplier Q & A Template

RFX Number: 47800-SOS0000037	RFX Title: Statewide Voting System
Requesting State Entity: Secretary of State	Date:
Issuing Officer: Verneicher Favors	RFX Initially Posted to Internet: 03/15/2019
eMail Address: vfavors@sos.ga.gov	Telephone: 404-656-0998

Questions are to be submitted to the Issuing Officer using this form.

Note: This document is intended for informational purposes only. Any changes to the RFX must occur through a published addendum (or through publication of a new version of the RFX in Team Georgia Marketplace™). If multiple Q & A documents are posted, the most recent Q & A shall govern in the event of a conflict.

QUESTIONS AND ANSWERS

#	Questions	Referenced RFX Section	Answers
1.			
2.			
3.			
4.			
5.			
6.			
7.			



#	Questions	Referenced RFX Section	Answers
8.			
9.			
10.			



TAX COMPLIANCE

INSTRUCTIONS TO SUPPLIERS

Please complete the following information:

- ✓ Supplier's Name:
- ✓ Physical Location Address:
- ✓ Federal Identification Number (FEI):
- ✓ Have you ever been registered in the State of Georgia?
- ✓ If so, please provide the following information, if applicable:
 - State Taxpayer Identification Number (STI):
 - Sales and Use Tax Number:
 - Withholding Tax Number:
- ✓ What type of service will you perform?
- ✓ Will you sell any tangible personal property or goods?
- ✓ Supplier's Affiliate's Name:
 - FEI:
 - STI:
 - Sales and Use Tax Number:
 - Withholding Tax Number:

If there is more than one affiliate, please attach a separate sheet listing the information above.

- ✓ Person responsible for handling supplier's tax issues (such as the CFO, the company tax officer, etc.):
 - Name:
 - Telephone Number:
 - E-mail Address:

NOTICE TO SUPPLIER:

In the event the supplier is considered for contract award, the information provided in the form will be submitted by the State Entity to the Georgia Department of Revenue ("DOR") for a determination as to whether the supplier is a "prohibited source" (as defined by O.C.G.A. §50-5-82) or whether there are any other outstanding tax issues. MISSING, INCOMPLETE, OR ERRONEOUS DATA MAY DELAY OR PROHIBIT VERIFICATION OF YOUR ELIGIBILITY FOR CONTRACT AWARD. NO PROHIBITED SOURCE MAY RECEIVE CONTRACT AWARD; THEREFORE, YOU ARE STRONGLY ENCOURAGED TO CHECK YOUR TAX STATUS NOW AND RESOLVE ANY OUTSTANDING TAX LIABILITIES AND/OR MISSING TAX RETURNS.

STATE ENTITY: Please submit this form via email to DOR at tsd-state-contractors@dor.ga.gov for processing in accordance with the *Georgia Procurement Manual*.



ATTACHMENT R CERTIFICATE OF NON-COLLUSION

By responding to this solicitation, the supplier understands and agrees to the following:

1. That the submitted response constitutes an offer, which when accepted in writing by the State Entity, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the State Entity; and
2. That the supplier has read the specifications and requirements shown or referenced in the solicitation and that the supplier's response is made in accordance with the provisions of such specifications and requirements except as expressly stated otherwise in the supplier's response; and
3. That the supplier guarantees and certifies that all items included in the supplier's response meet or exceed any and all such stated specifications and requirements of the solicitation except as expressly stated otherwise in the supplier's response; and
4. That, if awarded a contract, the supplier will deliver goods and/or services that meet or exceed the specifications and requirements of the solicitation except as expressly stated otherwise in the supplier's response; and
5. That the response submitted by the supplier shall be valid and held open for a period of **one hundred and twenty (120) days (or such other time period as identified in the solicitation)** from the final solicitation closing date and that the response may be held open for an additional period of time subject to the supplier's consent; and
6. That the supplier's response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. The supplier understands and agrees that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards; and
7. That the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et seq. have not been violated and will not be violated in any respect.

DO NOT MODIFY THE BID/PROPOSAL CERTIFICATION TERMS IN ANY WAY. THIS FORM MUST BE COMPLETED, SIGNED AND SUBMITTED WITH YOUR RESPONSE.

Contractor's Full Legal Name: (PLEASE TYPE OR PRINT)	
Authorized Signature:	
Printed Name and Title of Person Signing:	
Date:	
Company Address:	
FAX Number:	
Email Address:	

***This table must be completed in its entirety by the supplier.**

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 201____ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201____.

NOTARY PUBLIC

My Commission Expires:

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 201____ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201____.

NOTARY PUBLIC

My Commission Expires:



RFP No: 47800-SOS0000037

RFP Name: Statewide Voting System

ATTACHMENT T

SYSTEMS AND JURISDICTIONS IMPLEMENTED

List jurisdictions where you have implemented voting systems in the past ten years. Include the type of system implemented and the year of implementation.

#	Jurisdiction	Type of System	Year Implemented
1			
2			
3			
4			
5			